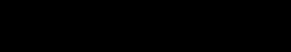





13 February 2023



By email: 

Tēnā koe 

Request for Information under the Official Information Act 1982

Our Ref: OIA353/1

1. We refer to your request under the Official Information Act 1982 (**OIA**) received on 10 January 2023 about leadership profiles of digital leaders within Crown Law.

2. Please find our responses to your specific questions as below.

3. **“The JD or PD (position description) of the DCE or head equivalent (tier 2 leader) in charge of digital or IT in your organisation”**

Please find attached a copy of Deputy Chief Executive PD

4. **“The summarised CV of the DCE or head equivalent (tier 2 leader) in charge of digital or IT in your organisation”**

As this position is publicly listed and the current role holder is named, we decline part of your request under s 9(2)(a) of the Official Information Act 1982 to protect the privacy of natural persons. However some publicly available information can be found using Google has been included below.

The Current DCE was appointed in February 2020 after joining Crown Law in 2019. They hold a Master’s in International Studies from Otago University and has served in a variety of policy and leadership roles in the education, and defence and security sectors.

5. **“The JD or PD of the Chief Information Officer (CIO), Chief Digital Officer (CDO), General Manager (GM), or head equivalent (tier 3 leader) in charge of digital or IT in your organisation”**

Please find attached a copy of Chief Information Officer PD

6. **“The summarised CV of the Chief Information Officer (CIO), Chief Digital Officer (CDO), General Manager (GM), or head equivalent (tier 3 leader) in charge of digital or IT in your organisation”**

As this position is publicly listed and the current role holder is named, we decline part of your request under s 9(2)(a) of the Official Information Act 1982 to protect the privacy of

natural persons. However some publicly available information can be found using Google has been included below.

The CIO has over 25 years' experience in working in the technology industry in both the public and private sectors in New Zealand and overseas.

Proactive release

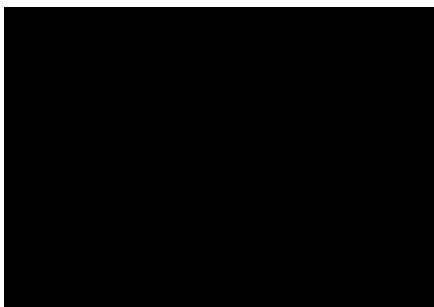
7. Please note that we may publish this response (with your personal details redacted), and any related documents, on Crown Law's website if we decide proactive release of this information is or may be in the public interest. If you have any concerns about this, please let us know within 10 working days of the date of this letter.

Request for Review

8. Please be aware that you have the right to seek an investigation and review by the Ombudsman of our response, in accordance with section 28(3) of the OIA. Information about how to make a complaint is available at www.ombudsman.parliament.nz or Freephone 0800 802 602

Nāku noa, nā

Te Tari Ture o Te Karauna / Crown Law



POSITION DESCRIPTION

Position title:	Deputy Chief Executive
Reports to:	Solicitor-General
Responsible for:	Chief Information Officer Chief Financial Officer/Finance and Performance Manager Crown Counsel Policy Legal and Support Services Manager People Capability Manager

Business Environment

Crown Law's purpose is to provide authoritative advice and legal representation to Government to enable it to achieve its objectives, act lawfully and discharge its constitutional duties.

Crown Law's expertise is particularly in areas of criminal and public law. The services provided cover judicial review of government actions, constitutional matters including Treaty of Waitangi issues, the enforcement of criminal law and the protection of revenue. Crown Law is also responsible for administering the prosecution processes in the criminal justice system in particular the conduct of Crown prosecutions through Crown Solicitors and the supervision of public prosecutions.

Crown Law has important sector leadership roles: leading an all-of-government approach to the minimisation of Crown legal risk, and overseeing Crown and public prosecutions.

Primary Purpose of Position

The Deputy Chief Executive supports the Solicitor-General in promoting the vision and leading the strategic direction for the organisation, and delivers core organisational development, finance and support functions. The Deputy Chief Executive has a pivotal role in ensuring all Crown Law's public sector obligations are met and that Crown Law is delivering on government priorities and its core business to the highest possible standard.

The Deputy Chief Executive also has a leadership role in the Justice sector and represents Crown Law in the Justice Sector Deputy Chief Executives' Group and similar forums. The Deputy Chief Executive leads the development of Crown Law's public sector management capability and practices, and ensures that the implications of public policy and Justice Sector developments for Crown Law are understood.

The Deputy Chief Executive is a member of Crown Law's senior leadership group.

Key Result Areas

Lead Crown Law's strategy

- With the Solicitor-General and senior leadership colleagues lead Crown Law's strategy, particularly as it relates to staffing, financial disciplines, technology and broader Justice sector goals.
- Ensure Crown Law identifies and manages key risks.

Delivery of corporate and legal support functions

- Ensure business services, information, and legal support functions engage with and provide effective support to the legal teams.
- Ensure Crown Law engages and operates in line with all of government initiatives, in particular accommodation, talent development and IT.

Lead development of Crown Law's public sector & financial management capability

- Manage Crown Law's finance and performance reporting functions to the Attorney-General, other Ministers, Parliament and central agencies.
- Provide oversight to expenditure of appropriations, and work with others to ensure that Crown Law is able to manage within its appropriation.
- Lead the development of Crown Law's finance and performance monitoring and reporting capability.

Assist in the delivery of Justice Sector objectives

- Oversee Crown Law's engagement with key stakeholders to assist the delivery of Crown Law and Justice Sector objectives including:
 - The Attorney-General
 - Crown Solicitors
 - The Ministry of Justice and other Justice Sector agencies
 - The Treasury, State Services Commission and Department of the Prime Minister and Cabinet

Lead Crown Law's organisational and capability development

- Develop and monitor Crown Law's performance framework.
- Oversee Crown Law's operating model, functions, structure and establishment to identify and deliver on opportunities for improvement.
- Provide leadership and champion change projects as required to improve Crown Law's performance.
- With the Solicitor-General, oversee and develop Crown Law's organisational culture, capabilities and collective leadership to support its strategic direction.

Coordinate Crown Law's contribution to policy development

- Coordinate Crown Law's development of policy perspective and response to relevant processes, in consultation with others in the Office.
- Ensure Crown Law's perspective is represented in relation to policy and legislative proposals which relate to Crown Law or the Justice sector.
- Assist the Office to identify implications of policy changes for Crown Law and to ensure any required changes are successfully implemented.

Chief Security Officer

- Responsible for Crown Law's protective security policy and oversight of protective security practices.
- Ensure the ongoing development of Crown Law's Security Policy and Procedures and ensure these are adhered to.
- Responsible for Crown Law's compliance with Protective Security Requirements.
- Must obtain and maintain an NZSIS Top Secret security clearance.

Key Working Relationships

Internal

- Reports to the Solicitor-General
- Deputy Solicitors-General and other managers.
- Responsible for: Chief Financial Officer/Finance and Performance Manager, Chief Information Officer, Legal and Support Services Manager, and People Capability Manager.
- Responsible for: Crown Counsel (Policy).

External

- The Treasury and the State Services Commission.
- Justice Sector agencies.
- Office of the Controller and Auditor-General.
- Audit New Zealand.
- Crown Solicitor Network
- Assurance and Risk Committee
- The Attorney-General's Office.

Skills, Experience and Qualifications

The Deputy Chief Executive will be an inspiring and highly motivated leader with senior management experience, preferably in the public sector. This should include:

- leading within an organisation at a strategic level;
- developing organisational capability, leading successful organisational development initiatives and shaping and delivering service excellence;
- management of public sector finance issues, managing risks and applying good management and business practice to deliver results; and
- justice sector and public policy capability and relationships would be an advantage.

Personal and Professional Attributes

Candidates for the role of Deputy Chief Executive will be considered against the State Services Commission's Leadership Success Profile: <http://www.ssc.govt.nz/leadership-success-profile>.

Dated: February 2016

CROWN LAW PURPOSE, VISION AND VALUES

Purpose

We serve the Crown and uphold the rule of law.

Vision

We are the Crown's trusted legal advisor. Our clients value our services.

Values

Our values are:

Leadership

- Committed to continuous improvement & development
- Value the trust placed in us by the Crown
- Leading in public law

Professionalism

- Take pride in respecting & promoting the rule of law
- Committed to understanding clients' needs & delivery quality services
- Guided by State Sector values

Valuing People

- Respect for our colleagues, organisation & clients
- Create & foster a collaborative, fun & supportive work environment
- Encourage & value a balance between work and life commitments

Public Service

- Serve the government with professionalism & integrity
- Conduct ourselves fairly & lawfully
- Careful stewards of public resources

Strategic Objectives

- Manage public resources responsibly
- Provide valued services
- Provide technical expertise & leadership
- Build a high performance culture
- Develop our reputation

POSITION DESCRIPTION

Position title:	Chief Information Officer
Department:	Strategy & Corporate
Reports to:	Deputy Chief Executive
Direct Reports:	4 staff (IT Manager, Research and Library Services Manager, Senior Historical Researcher, Records Advisor)
Indirect Reports:	10 staff
Document Date:	April 2016

Crown Law Overview

Crown Law provides legal advice and representation services to the government in matters affecting the executive government. The services provided include matters covering judicial review of government actions, constitutional questions including Treaty of Waitangi issues, the enforcement of criminal law and the protection of revenue. Crown Law also administers the prosecution process in the criminal justice system, in particular, Crown prosecutions.

Crown Law's vision is to provide collaborative, indispensable, legal service. Crown Law's purpose is summarised in the following statements:

- **Legal experts:** We are experts in public, criminal, constitutional and Treaty of Waitangi law; enabling Government to pursue its policy objectives according to law.
- **Kaitiaki of the rule of law:** We support the Law Officers (the Solicitor-General and Attorney-General) to determine the Crown's view of the law.
- **System leaders:** We provide leadership for the networks of Crown Solicitors, public prosecuting agencies and in-house Government lawyers.

Crown Law team members strive to demonstrate the following Ways of Working in our interactions with each other, our clients and in all we do.

- We take **pride** in all we do
- We value our **differences**
- We look after the **mana** of other people
- We recognise our **impact** on others
- We **care** about each other

The organisation is committed to flexibility and provides a range of flexible working arrangements that allow our team members to work in ways that allow them and the organisation to perform at their best.

Public Service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

Business Environment

Crown Law provides legal advice and representation services to the government in matters affecting the executive government, particularly in areas of criminal and public law. The services provided include matters covering judicial review of government actions, constitutional questions including Treaty of Waitangi issues, the enforcement of criminal law and the protection of revenue. Crown Law also administers the prosecution process in the criminal justice system, in particular, trials on indictment before juries.

Crown Law's purpose is therefore to provide authoritative legal representation and advice to Government to enable it to achieve its objectives, act lawfully and discharge its constitutional duties, including supervision and conduct of Crown prosecutions and appeals, while being financially sustainable.

The Information & Research Group's purpose is to provide a range of services which support in an integrated and strategic way, the core functions of Crown Law, outlined above. Services include information technology, research and library services, historical researchers and document/records management.

Primary Purpose of Position

The Chief Information Officer is expected to drive strategic initiatives across the information technology, knowledge management, records management, research, historical research and library dimensions to support Crown Law's strategic direction. The role is responsible for the oversight and management of information and research services – information technology, research and library

services, historical researchers, records management and knowledge management – across Crown Law.

Key Result Areas

Leadership and Management

- Deliver effective management and high performance leadership to Information and Research managers and staff, with a focus on developing staff and manager capability and performance.
- Contribute to the overall management of Crown Law through participation in appropriate governance groups and leadership forums.
- Contribute to the development of, and manage group budgets in accordance with Crown Law's delegation and financial management policies and procedures.
- Contribute to the development and implementation of strategic initiatives to meet the wider needs of the business including support of Crown Law's performance framework.
- Lead the Information and Research teams in ensuring service excellence and a focus on continuous improvement including financial sustainability.
- Ensure all services provided by the Information & Research Group align with all of Government initiatives and participate in all of Government and Justice Sector forums in these areas.
- Work collaboratively with other third tier managers to collectively support the core functions of Crown Law and to develop a unified and coherent strategy to enable continuous improvement and efficient and effective service delivery from the office as a whole.

Information Technology

- Lead and drive the development and delivery of an Information Management Strategy and information systems.
- Lead and drive the development and delivery of all business infrastructure initiatives to maximise utilisation of information technology platforms.
- Investigate current developments in technology, systems and services to assess and evaluate the potential benefits and costs to improving the provision of legal services to clients.
- Lead and promote the use of electronic litigation products to internal users and external parties.
- Responsible for management of information technology contracts and supplier relationships.
- Lead and drive the development, including testing, of a disaster recovery plan for information management services in conjunction with Crown Law's Business Continuity Plan.

Knowledge Management

- Provide strategic management and support to the necessary knowledge infrastructure, culture and behaviours that ensure staff and clients can access the aggregated knowledge available in Crown Law for the provision of quality legal services.

- Lead the development of a knowledge management strategy and knowledge infrastructure including the identification of resources required to deliver initiatives in regards to the effective use of knowledge across Crown Law.

Research and Library Services

- Provide strategic management and support to all research functions and capabilities across Crown Law.
- Support the development of new and smart technologies to enhance the research services provided to and used by counsel, managers and clients and ensure efficient and innovative access to and use of external and internal information resources.
- Lead and develop a range of research skills, resources and technologies to provide best practice research services.

Historical Research

- Provide strategic management and provision of historical research within Crown Law in connection with claims and issues before the Courts and Tribunals.

Records Management

- Lead and drive good knowledge and document management practices across the business by developing clear processes to ensure they meet the standards for the creation, maintenance and disposal of records, set under the Public Records Act 2005.
- Responsible for management of electronic document/records management systems and supplier relationships and contracts.
- Oversee specific Records Management projects.

Health and Safety

- Complies with all reasonable instructions regarding Health and Safety policies and processes and the Health and Safety at Work Act 2015;
- Takes reasonable care to ensure that in the performance of their employment they do not undermine their own health and safety or the health and safety of any other person; and
- Works in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

General

- Any other reasonable requests by your manager.

Key Working Relationships

Internal

- Solicitor-General and Deputy Solicitors-General.
- Deputy Chief Executive/Chief Operating Officer.
- Business Services Manager and Legal & Support Services Manager.
- Public Prosecutions Unit Manager.
- Team Leaders.

External

- Counterparts in other Government Agencies and in the private sector law firms including Justice Sector/Small Agency ICT/CIO forums and representing Crown Law on working groups and committees within the Public Sector.
- Archives NZ.
- Publishers, suppliers and vendors.

Skills, Experience and Qualifications

The Chief Information Officer will have the following skills, qualities and experience:

- A tertiary degree in a relevant field or equivalent experience.
- Substantial experience in or a sound understanding of operational management which demonstrates success in a management role; technology strategy development and technology services delivery.
- Experience in or a sound understanding of knowledge, records, library and research management and technology.
- Experience in building and managing high performing teams.
- Ability to communicate to a wide range of audiences on a range of complex issues.
- Developed relationship management skills demonstrated by establishment and maintenance of a range of effective inter-relationships across business units and/or professional goals.
- Experience which demonstrates a high level of self-motivation and initiative to set and achieve goals.

Personal Attributes

The Chief Information Officer will enjoy and excel at:

- Leading and influencing others.
- Leading change and operating in an uncertain environment.
- Developing strategies that deliver results.
- Identifying what is not working, looking for opportunities and developing practical solutions.
- Organising and being disciplined and structured in approach.
- Making things happen in a complex environment.

Date approved	April 2016
Review /Content updated date	November 2021
Document owner	Human Resources