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# SCHEDULE ONE

## POSITION DESCRIPTION

**POSITION:** Assistant Crown Counsel

**RESPONSIBLE TO:** Team Leader – Human Rights Team

**RESPONSIBLE FOR:** N/A

### BUSINESS ENVIRONMENT:

The Human Rights Team, as part of the Crown Law Office, provides support to the Attorney-General and Solicitor-General in the discharge of their responsibilities as the Law Officers of the Crown. This support encompasses the provision of legal advice to Ministers, government departments and agencies and includes representing the Attorney-General, on whose behalf government litigation is conducted.

### PRIMARY PURPOSE OF POSITION:

An Assistant Crown Counsel is responsible for providing legal and administrative support to Associate Crown Counsel and Crown Counsel in the provision of legal services to clients.

There is an expectation that Counsel will be responsive to the business needs of Crown Law and/or their own professional development and be willing to work in other areas of Crown Law's legal practice either on a temporary or permanent basis.

### KEY RESULT AREAS:

- Research the law and legal precedents using a range of information tools
- Draft legal opinions, court documents and submissions
- Prepare for, and assist with, court work and court appearances by Associate and Crown Counsel
- Assist with file management
- Continue with professional self development and demonstrate a current knowledge of legal issues and principles
- Undertake project work or other duties as required by the Team Leader.

### KEY WORKING RELATIONSHIPS:

Liaise with Associate Crown Counsel, Crown Counsel, legal and secretarial support staff.

### PERSON SPECIFICATION:

- A qualified lawyer with, at appointment, up to 4 years relevant post admission experience
- Some knowledge of the relevant area of law would be advantageous, but is not required

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- An aptitude for administrative and public law issues and statutory interpretation
  - Sound academic background,
  - Experience in legal research and opinion writing
  - Well developed and effective oral and written communication skills
  - Displays initiative and sound judgement, and is able to work independently.
  - Strong interpersonal skills.

**Expectations of all staff:**

You are expected to:

- lend a hand when others need help
- be conscientious
- be resilient
- keep yourself informed about what is going on
- get involved with organisation events

Dated: June 2007