



THE OFFICE OF THE CHIEF JUSTICE | TE TARI TOKO I TE TUMU WHAKAWĀ

POSITION DESCRIPTION

Position Title	Judge's Associate	
Business Unit	Operations & Service Delivery Group	
Location	Wellington High Court	Date April 2022
Reports to	Associates' Manager	

The Office of the Chief Justice | Te Tari Toko i te Tumu Whakawā

The Office of the Chief Justice (Te Tari) | Te Tari Toko i te Tumu Whakawā, supports the Chief Justice, President of the Court of Appeal, and Chief Judge of the High Court, in their leadership and administrative responsibilities. Established in 2014, Te Tari's work programme and priorities are determined by the Chief Justice, President of the Court of Appeal, and Chief High Court Judge. The Director of the Office is accountable to the Secretary for Justice for financial and resource management.

Te Tari has oversight and responsibility for the resources required for the discharge of these responsibilities. It is a conduit through which judicial perspectives on the justice system can be coordinated and communicated.

Te Tari supports the judiciary as the constitutional interface between the judiciary and the executive. The judiciary is responsible for the work of the courts but is supported by the Ministry of Justice, a department of the executive government. The judiciary and the executive therefore share responsibility for delivering justice through the courts. Both branches of government have interests in developing and maintaining a system of justice that is just, fair, modern and effective, and that delivers timely and impartial justice

Operations Team

The judiciary as an institution, and the Chief Justice and Heads of Bench as its leaders, have a unique responsibility to maintain the public's trust and confidence in the courts and the principles underpinning the justice system. The Operations team supports the judiciary to fulfil this responsibility by providing timely and high-quality management and operation support services that enables the Office of the Chief Justice deliver its work programme and strategic goals.

The team is responsible for developing and implementing a work programme that gives effect to the objectives of the Office of the Chief Justice. This is done through the following key work (but not limited to):

- The management in providing Associates and Clerks support to the Judiciary and broader support across the Office of the Chief Justice.
- Identifying and implementing business-driven improvement opportunities, to develop innovation and best practice pathways.
- Managing the development, updating of operational manuals and identifying training needs to support change to support the frontline to successfully embed change.
- Contribute to the development of wider business unit strategies, projects and work schedules, and development of business cases, identify resource requirements for project delivery to ensure that workplace practice adheres to the Ministry's and relevant Public Sector policies.
- Support strategic organisational and judicial initiatives, effecting the delivery of support services planning from both a risk management and effective outcomes perspective.

The Role

The role of an Associate reports directly to the Associates' Manager, but on a daily basis will report and work one-on-one with their Judge. The Associate will act as the link between the Judge, other members of the Judiciary, Judges' Clerks, registry staff, external stakeholders and all others with whom he or she works.

Associates play a key role as integrators of registry and recent processes, judicial practice, and the technology which support these. This translates into support for important functions such as the management of suppression orders, preparation of draft materials such as summaries of evidence items and questions trails, and the judgment delivery and publication process.

Associates are frequently required to receive and deal with information that is highly sensitive and confidential. This can be in relation to both criminal and commercial cases, matters affecting the executive, political affairs and other matters of state. It is essential that the Judges are able to rely on the Associates' integrity in this respect, to the same extent that they rely on judicial colleagues. This reflects the fact that there is no aspect of a Judge's work that can sensibly or practically be kept confidential from the Judge's Associate.

Associates must be resilient, forward thinking, highly organised, and able to remain calm under pressure, managing changing priorities with a positive and proactive approach. Highly developed written and verbal communication skills are essential, as well as advanced and up-to-date IT capability.

A can-do attitude and the ability to take initiative is required within the role.

Associates foster an effective and focused team environment by assisting other Judges and/or their Associates. Building constructive working relationships enables Judges to focus on their responsibility for the orderly and efficient conduct of the business of the courts with the minimum of distraction.

Associates must be available for domestic travel on weekends and public holidays (sometimes for extended periods and at short notice) and be flexible to work as needed to meet essential targets.

Responsibilities

ACCOUNTABILITY	DELIVERABLES/OUTCOMES
Integrity of the Court	<ul style="list-style-type: none"> • Monitor the Judicial Roster and Judge's weekly diary and liaise with registry • Compile Judge's personal files • Manage all IT requirements for Court work, • Ensure the judge is assisted in all aspects of his court hearings, including transcribing if required • Efficient and timely delivery of all court documents • Forward all relevant documents to the registry for uploading into the electronic database
On circuit	<ul style="list-style-type: none"> • Arrange and manage all matters relating to your judge and yourself travelling on circuit
General support	<ul style="list-style-type: none"> • Develop working relationship with the Judge, other Judges and all court and registry staff • Assist your Judge with any IT, court processes and protocols queries • Complete all statistical monthly reports • Liaise with Te Kura regarding Judge's attendance at seminars; and all necessary documentation • Arrange meetings/events and take minutes/ documentation as required • Assist other Judges as required
Contributing to team capability	<ul style="list-style-type: none"> • Participate and support the development of Associates, Judges' Clerks and work with Court staff and other teams as required
Performance and development	<ul style="list-style-type: none"> • Perform all duties to a very high standard • Contribute to your performance review with the Judge and Associates Manager • Actively participate in development opportunities • Build and maintain up-to-date technical knowledge

Health and Safety at Work

- Proactively respond to any health or safety incident during events, by liaising with appropriate emergency services, onsite event managers, and health professionals where necessary.
- Comply with all Health and Safety procedures.
- Take all practicable steps to ensure you don't harm yourself or anyone else.
- Report all incidents and help to identify and manage hazards.

Key relationships

- Reporting Judge and all other members of the judiciary.
- Judicial IT Support personnel and IT Help Desk.
- Other Judges' Associates, Judges' Clerks and staff of the Court and circuit Courts.
- National Transcription Service.
- Judicial Libraries.
- Associates Manager, Office of the Chief Justice.
- Other staff of the Office of the Chief Justice and Te Kura.
- Counsel and other professional users of the courts.
- Members of external committees.

Skills and experience

- Experience providing executive support.
- Advanced level of proficiency in office procedures, business processes and database management.
- Highly developed written and verbal communication skills.
- Advanced IT capability in a wide range of applications
- Typing speed of at least 80 wpm with a very high level of accuracy and presentation.
- Understanding of the principles of the Treaty of Waitangi and an interest in Te Ao Māori.

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 hāpori, 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.