

15 June 2015

Anatoly Kern
fyi-request-2612-8d7580b5@requests.fyi.org.nz

Dear Mr Kern

Official Information Act request – National Jury Advisor position

Thank you for your email of 16 April 2015 requesting, under the Official Information Act 1982, information regarding the National Jury Advisor position at the Ministry of Justice. In a letter dated 15 May, we extended the response date for your request to 15 June.

We believe the position you are asking about is formally known as the National Jury Scheduling Advisor. The National Jury Scheduling Advisor position was set up on a 12 month fixed term basis in April 2013 to oversee the country's jury trial scheduling. One of the main responsibilities of the position is to ensure that jury trials are scheduled efficiently and effectively, so they can be dealt with in a timely and equitable manner. The position was made permanent in July 2014.

I have responded to your specific questions below.

1. The placement of the position within the organisational structure of the Ministry

The permanent position reports to the National Manager Workplace Development in the District Courts business unit. This business unit, in turn, sits within the wider District Courts and Special Jurisdictions business group.

2. The remuneration

The salary range for this position is \$110,278 – \$149,199.

3. The date the position was initiated and originating documents

The position was first established in April 2013 on a 12 month fixed term basis and the position was permanently established in July 2014. The originating documents for the position are listed in the appended table.

In addition to the specific documents listed in the appended table, we also hold various documents such as employee movement forms, letters of offer ("LOO") and employment agreements, relating to the fixed term and permanent role. I have withheld all of these in full under section 9(2)(a) of the Act to protect the privacy of natural persons, as they concern the

private employment matters of an individual. I am satisfied that there are no public interest considerations which render it desirable to make the information withheld available.

4. The staff requirements for this position

This position has a requirement of one incumbent.

5. The position description

Please refer to documents 3a and 4a in the appended table.

6. The level of involvement in selection of jury members

The National Jury Scheduling Advisor has no involvement in the selection of jury members. As noted above, they are responsible for ensuring jury trials are scheduled effectively and efficiently.

Copies of the documents that we are releasing in response to your request are attached.

You have the right, under section 28(3) of the Act, to complain to the Ombudsman about the decision to withhold information.

I trust this satisfies your request.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Suzanne Stew', with a stylized flourish at the end.

Suzanne Stew
Deputy Secretary, Corporate

Encl: documents 1-5.

Ref	Description	Comments
1.	<p>Email dated 18 March 2013 from the Manager, Operations Support in District Courts to Judge Rea regarding the proposed position.</p> <p>Attachment to the email:</p> <p>A. Draft position description dated January 2013</p>	<p>Some information that is out of scope has been withheld. Some personal details have also been withheld under s 9(2)(a).</p> <p>The attached position description (January 2013) has been released in full.</p>
2.	<p>Internal email series spanning 30 April to 3 May 2013 asking for the position to be set up in our human resources system.</p> <p>Attachments to the email:</p> <p>A. Employee agreement</p> <p>B. Employee movement form</p>	<p>Some personal details in the email series has been withheld under s 9(2)(a).</p> <p>The employee agreement has been withheld in full under s 9(2)(a).</p> <p>The employee movement form has been withheld in full under s 9(2)(a).</p>
3.	<p>Internal email dated 27 June 2014 finalising documentation.</p> <p>Attachment to the email:</p> <p>A. Position description dated April 2013</p>	<p>Some information that is out of scope has been withheld. Some personal details have also been withheld under s 9(2)(a).</p> <p>The attached position description (April 2013) has been released in full.</p>
4.	<p>Internal email series spanning 27 June to 16 July 2014 (the first email in this series is included separately of document 3).</p> <p>Attachment to the email:</p> <p>A. Position description dated July 2014</p> <p>B. Letter of offer</p>	<p>Some information that is out of scope has been withheld. Some personal details have also been withheld under s 9(2)(a).</p> <p>The attached position description (July 2014) has been released in full.</p> <p>The attached letter of offer has been withheld in full under s 9(2)(a).</p>
5.	<p>Internal email series spanning 18 July to 24 July 2014 confirming details on the position being made permanent.</p> <p>Attachments to the email:</p> <p>A. Offer of reassignment</p> <p>B. Scan of signed letter of offer</p>	<p>Some information that is out of scope has been withheld. Some personal details have also been withheld under s 9(2)(a).</p> <p>The attached letter of offer has been withheld in full under s9(2)(a).</p> <p>The attached scan of the signed letter of reassignment has been withheld in full under s 9(2)(a).</p>