

Ref ①

out of scope

**From:** [redacted]  
**Sent:** Monday, 18 March 2013 5:52 p.m.  
**To:** Rea, Judge  
**Cc:** Fisher, Tony  
**Subject:** Proposed new scheduling position

withheld under  
s 9(2)(a)

RELEASED UNDER THE OFFICIAL INFORMATION ACT

Good Afternoon Judge,

Tony Fisher has asked me to contact you regarding the design and establishment of a proposed new role that the Chief District Court Judge has been discussing with him. The role would be in the nature of a national jury trial scheduler liaison. I understand that the role would, amongst other things, oversee the performance of the District Courts in relation to jury trials.

The draft position description of the National Judicial Resource Advisor, which reports to the Chief District Court Judge and the Principal Family and Youth Court Judges, could be a starting point for this proposed new role. I attach a copy of the draft position description for your reference.

I would be happy to travel up to meet with you to discuss this proposed new role, in order to ascertain what your requirements for the role would be. Tony has suggested that it might also be useful to discuss the role with [redacted] who is performing the role of National Judicial Resource Advisor. If it suited you I could ask [redacted] to join us in any discussion.

withheld under  
s 9(2)(a)

I look forward to hearing from you about this.

Kind regards,

[redacted]  
Manager, Operations Support - District Courts  
Ministry of Justice | Tahu o te Ture  
Internal Extn [redacted] | DDI [redacted]  
DX SX10088  
[www.justice.govt.nz](http://www.justice.govt.nz)  
[www.newzealand.govt.nz](http://www.newzealand.govt.nz)

withheld under  
s 9(2)(a)

## Position Description

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<b>Position Title</b>	National Judicial Resource Advisor	
<b>Business Group/ Business Unit</b>	Courts and Tribunals of NZ / District Courts	
<b>Location</b>	Chief District Court Judges Chambers, Wellington	<b>Date</b> January 2013
<b>Reports to</b>	Chief District Court Judge and the Principal Family and Youth Court Judges with a dotted reporting line to the Regional Manager (Southern) for Payroll/Administrative purposes	<b>HR Reference</b>

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### Position Purpose

The National Judicial Resource Advisor is responsible for the national rostering of District Court Judges, Acting Warranted Judges and Community Magistrates, on behalf of the Chief District Court and Principal Family and Youth Court Judges of New Zealand, to ensure judicial resources are deployed efficiently and effectively enabling cases before the various jurisdictions of the District Court to be determined in a timely and equitable manner.

This includes managing the various requests for Judges to be provided to, amongst others, the Parole Board, Courts Martial, Electoral Petitions, Pitcairn islands, and provision of assistance with the Pacific region. It also involves working collaboratively with the Institute of Judicial Studies to ensure judicial access to ongoing professional developments seminars etc, while maintaining the integrity judicial sitting schedules

The National Judicial Resource Advisor is responsible for the development and/or promotion of, and implementation of innovative tools, systems and processes that enhance the judiciary's opportunity to reduce the time between cases being commenced and determined.

### The Ministry of Justice

New Zealand's justice and legal systems protect individual rights and freedoms, set out what is unacceptable in our society and the penalties for breaking the law, and enforce the rules around how our country is governed.

The Ministry of Justice leads the justice sector to reduce crime and reoffending and deliver modern, accessible, people-centred services. We are a large organisation, with over 3000 full-time equivalent staff operating from around 100 places nationwide.

Staff undertake a huge range of tasks. For example we administer the court system and support the judiciary; give policy advice to Ministers; negotiate Treaty of Waitangi settlements on behalf of the Crown; collect court-imposed or referred fines; and make sure people can access legal help.

The Ministry is transforming to build a justice system that meets customer needs and takes advantage of all the technology and ideas at our disposal. Our key focus areas include: reducing crime and reoffending; modernising and speeding up court processes; and improving services for victims of crime.

### **Chief District Court Judges Chambers**

The Chief Judge of the District Court is the Head of all the District Court Benches who has oversight, of the Criminal, Family, Youth and Civil Jurisdictions. The day to day leadership of the Judges of the Family Court is the responsibility of the Principal Family Court Judge, and in the Youth Court likewise, the Principal Youth Court Judge and they share chambers located in Wellington.

The Environment Court is headed by a Principal Environment Court Judge. The Principal Disputes Tribunal Referee heads the Disputes Tribunal.

The Chief Judge of the District Court is, together the Principal Judges, responsible for the effective deployment of all District Court Judges, Acting Warranted Judges, Community Magistrates and Judicial Justices of the Peace.

The National Judicial Resource Advisor is responsible for the provision of accurate and timely information and advice to the Chief District Court and Principal Judges around past, current, and future trends and make recommendations assisting them to fulfil their obligations in terms of judicial deployment.

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## Scope of Role

### KEY RELATIONSHIPS

#### Internal

- Chief District Court Judge
- Principal Family Court Judge
- Principal Youth Court Judge
- National Jury Judge
- Executive Judge, Liaison & Assignment Judges
- Judges of the District Court
- Acting Warranted Judges
- Environment and Alternate Environment Court Judges
- Community Magistrates
- National Federation of Justices of the Peace
- Regional Managers
- Court Managers and Schedulers
- Special Jurisdictions Judicial Resource Managers
- High Court National Roster Manager
- Finance & Business Information Manager
- Performance, Information and Reporting Team
- National Office managers and staff
- Legal Services (Public Defence Service)
- Institute of Judicial Studies

#### External

- Corrections Department
- Parole Board
- New Zealand Law Society (Continuing Education)
- Crown Law
- Crown Solicitors
- Office of the Judge Advocate-General – Courts Martial

DIRECT REPORTS 7

TOTAL REPORTS 7

OPERATING BUDGET TBA

DELEGATIONS HR Delegation Level – 4  
Financial Delegation Level – TBA

### **Qualifications and Technical Skills**

- Relevant tertiary qualification or equivalent knowledge, skills, and experience and commitment to ongoing professional development
- Able to read, understand and interpret complex documents, including legislation, financial, numerical and business information
- Able to build and maintain a range of effective internal and external business relationships and networks and working with key stakeholders
- Well developed verbal and written communication skills
- Communicating with a wide range of audiences on complex issues

### **Experience and Knowledge**

- Professional credibility with the Judiciary
- Sound understanding of the District Court judicial requirements
- Sound understanding of the structure, business and operation of the District Court in all its jurisdictions and of the various "other" jurisdictions who from time to time require the services of District Court Judges
- Providing intellectual and professional leadership across and within organisations, including experience mentoring and developing junior staff and peers
- Understanding of public sector systems and processes, including accountability requirements and the use of performance information to inform decision-making
- Understanding of large and complex operational businesses and experience working in this environment
- Leading complex projects to successful completion
- Sound understanding of the New Zealand courts and the constitutional principles and legal processes that underpin the New Zealand justice system

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## Accountabilities

### ACCOUNTABILITY

### DELIVERABLES / OUTCOMES

#### STRATEGIC CONTRIBUTION

- Provide strategic thinking and analytical support to the Chief District Court Judge and the Principal Family and Youth Court Judges.
  - Contribute to the work of various judicial committees/groups and provide advice as required as a:
    - Member of the Chief District Court Judges Advisory Group
    - Member of the National Rostering and Scheduling Committee
    - Member of the District Court Judicial Strategy Group
- This may include leading/contributing to the following projects
- Design & implement a national judicial workload model to ensure the effective and efficient deployment of judicial resources
  - Design & establish a national approach to the deployment of judicial resources
  - The successful completion of the eBench project
  - Improved management of the greater Auckland workload
  - Design and implementation of double sessions in Manukau
- Contribute to the development and achievement of the strategic goals of the District Court judiciary
  - Consider and align the judicial priorities to the strategic priorities for the Ministry and wider Justice sector groups as a whole
  - Review the work programmes on an ongoing basis to ensure that it aligns with overall strategic priorities

#### MANAGEMENT OF NATIONAL JUDICIAL ROSTER

- Ensures the development and management of a National Judicial roster on behalf of the Chief District Court Judge by:
- Monitoring judicial resources
  - Reviewing resourcing requirements to assist with national resourcing priorities
  - Analysing and reporting on impact of workload trends
  - Reviewing the planning and implementation of improved rostering
  - Forecasting of judicial resources to meet expected workload.
  - Work collaboratively with the Ministry of Justice and Judiciary to agree fair and realistic workload caps for all courts to promote timely disposition of cases and quality decision making
  - Taking all practicable steps to ensure national equity in case disposition and timeliness
  - Make recommendations with regard the deployment of Acting Warranted Judges
  - Ensure the equitable and effective deployment of Community Magistrates
  - Managing and responding to the demands of other jurisdictions who from time to time require the services of District Court Judges e.g. NZ Parole Board, Courts Martial, Electoral Commission
  - Managing and responding to requests for the deployments of District Court Judges within the Pacific regions, e.g. Cook Islands, Samoa, and Vanuatu

- Collaborate with the Institute of Judicial Studies to ensure judicial access to ongoing professional developments seminars etc, while maintaining the integrity judicial sitting schedules

Work with and provide advice to the Executive and Liaison Judges and the various jurisdictional committees to ensure they have meaningful information upon which to identify risk areas, mitigate risks, assess priorities and make recommendations.

Assist the Chief District Court Judge and the Principal Judges to make appropriate decisions on rostering by reporting on trends/workloads/impacts on juridical resourcing.

CONTRIBUTING TO  
TEAM CAPABILITY

- Contribute to work that is being led by others across the groups by providing accurate, objective analysis and advice within specified timeframes
- Undertake peer review of documents and material prepared by others to ensure that work produced is accurate, consistent and of a high quality
- Support the development of new team members to ensure that there is a high level of capability within the work areas
- Actively learn and develop, by responding to constructive feedback in order to continually improve the quality of work produced

PERSONAL  
LEADERSHIP

- Gain the cooperation of others by treating people with respect and dignity
- Recognise and celebrate others' successes
- Know when to seek advice or guidance
- Identify opportunities for continuous improvement and innovation
- Adhere to Ministry policies, guidelines and delegations
- Identify issues or risks, escalate where appropriate and contribute to the development and implementation of mitigation strategies

TEAM  
EFFECTIVENESS

- Contribute to a positive team culture that enables the high performance of the immediate team and organisation
- Actively contribute to the development of the team's employee engagement action plan
- Contribute to the identification of work priorities
- Actively support team members to deliver on work priorities within agreed time frames and quality standards
- Share knowledge, time and expertise to assist other members of the team
- Provide coaching and support to build team performance and capability
- Provide constructive feedback to team members and be receptive to receiving feedback

SERVICE DELIVERY  
AND  
INNOVATION

- Identify opportunities for continuous improvement and innovation and offer suggestions for improving current systems and procedures
- Promote continuous improvement to systems, technology, processes and procedures to improve service delivery
- Share and adopt best practice service delivery initiatives

RELATIONSHIP  
MANAGEMENT

**External**

- Contribute to the provision of trusted advice and services to key stakeholders
- Engage and work in partnership with the judiciary and key stakeholders where appropriate
- Work with other Ministry business groups, units and teams to ensure a consistent and collaborative approach to stakeholder engagement
- Contribute to the identification of relevant sectors and organisations for external engagement and collaboration
- Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations

**Internal**

- Foster and maintain effective working relationships and networks with key individuals and groups from within the District Court Judiciary and the Ministry
- Develop and maintain a current understanding of the priorities, objectives and work programmes of other business groups and units
- Comply with 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
- Support the site health and safety committees

HEALTH AND  
SAFETY IN  
EMPLOYMENT

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## Competencies

COMPETENCY	DESCRIPTION
CUSTOMER FOCUS	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
INTEGRITY AND TRUST	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
DECISION QUALITY	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
STRATEGIC AGILITY	Anticipates future consequences and trends accurately; brings creative ideas to market; recognises strategic opportunities for change; creates competitive and breakthrough strategies.
DEALING WITH AMBIGUITY	Can effectively cope with change; can shift gears comfortably, can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
ORGANISATIONAL AGILITY	Knowledgeable about how the Ministry works; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.
INTERPERSONAL SAVVY	Relates well to all kinds of people - up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
PERSONAL LEARNING	Picks up on the need to change personal, interpersonal, and managerial behaviour quickly; watches others for their reactions to his/her attempts to influence and perform, and adjusts; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly.

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Ref (2)

From: [ ]  
To: [ ]  
CC: [ ]  
Date: 3/05/2013 5:22 p.m.  
Subject: Fwd: [ ] Employee agreement & movement form  
Attachments: 201304301723.pdf; 201304301722.pdf; [ ]vcf

withheld under  
s 9(2)(a)

\*\* Confidential \*\*

Hi [ ]

As discussed - I need to move [ ] to a new role of National Jury Advisor for a period of 12 months but use his old position of Family/civil services manager as the 'establishment'. Would you be able to arrange that for me please?

>>> [ ] 30/04/2013 17:36 >>>

Hi [ ]

Please find employment agreement and employee movement form for [ ] Tony was unable to get a number for his new position, are you able to help with this

Please advise if further information is required

Cheers

[ ]

Kind regards

[ ]  
Acting Executive Support | District Courts and Special Jurisdictions | National Office  
Office of the General Manager | District Courts

Ministry of Justice | Tahū o te Ture  
Level 3 | Vogel Centre | 19 Aitken Street | SX 10088 | Thorndon | Wellington  
Phone [ ] Ext [ ] Fax [ ]

[www.justice.govt.nz](http://www.justice.govt.nz) ( <http://www.justice.govt.nz/> )

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Ref ③

out of  
scope

**From:** [ ]  
**Sent:** Friday, 27 June 2014 10:05 a.m.  
**To:** Fisher, Tony; [ ]  
**Cc:** [ ]  
**Subject:** [ ]

withheld under  
S 9(2)(g)

Hi

Sorry - this disappeared off my radar!

Attached is the JD for the fixed term role that we were unable to locate earlier (thanks [ ])

Now we have determined that it will be permanent, can you check the JD to make sure it reflects what we want, along with the obvious change to reporting line.

Once confirmed, let me know and I will arrange a reassignment offer as we have discussed.

[ ]

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## Position Description

<b>Position Title</b>	National Jury Scheduling Advisor	<b>Date</b>	April 2013
<b>Business Group/ Business Unit</b>	Courts and Tribunals of NZ / District Courts	<b>HR Reference</b>	
<b>Location</b>	Auckland District Court Building		
<b>Reports to</b>	Chief District Court Judge and the National Jury Judge with a dotted reporting line to the General Manager, District Courts for Payroll/Administrative purposes		

### Position Purpose

The National Jury Scheduling Advisor is responsible for the oversight of national jury scheduling on behalf of the Chief District Court Judge and National Jury Judge to ensure jury trials are scheduled efficiently and effectively enabling jury trials to be determined in a timely and equitable manner.

### This includes

- improve consistency of approach to prioritising and scheduling jury trials nationally with the objective of improving jury trial throughput and reducing jury trial waiting times
- contribute to improved use of jury trial resource, including taking a national approach to the management of the jury trial caseload
- provide strategic thinking and support to the Chief District Court Judge, National Jury Judge, and Chief Judges Advisory group in the area of jury case management and scheduling
- influence and assist other participants in the process to improve progression of cases eg Crown prosecutors, counsel
- contribute to work that is being performed by others by providing objective analysis and advice on jury trials within specified timeframes

OFFICIAL INFORMATION ACT  
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The National Jury Scheduling Advisor contributes to the development and/or promotion of, and implementation of innovative tools, systems and processes that enhance the judiciary's opportunity to reduce the time between the election of trial and trial determination.

### **The Ministry of Justice**

New Zealand's justice and legal systems protect individual rights and freedoms, set out what is unacceptable in our society and the penalties for breaking the law, and enforce the rules around how our country is governed.

The Ministry of Justice leads the justice sector to reduce crime and reoffending and deliver modern, accessible, people-centred services. We are a large organisation, with over 3000 full-time equivalent staff operating from around 100 places nationwide.

Staff undertake a huge range of tasks. For example we administer the court system and support the judiciary; give policy advice to Ministers; negotiate Treaty of Waitangi settlements on behalf of the Crown; collect court-imposed or referred fines; and make sure people can access legal help.

The Ministry is transforming to build a justice system that meets customer needs and takes advantage of all the technology and ideas at our disposal. Our key focus areas include: reducing crime and reoffending; modernising and speeding up court processes; and improving services for victims of crime.

### **Chief District Court Judges Chambers**

The Chief Judge of the District Court is the Head of all the District Court Benches who has oversight of the Criminal, Family, Youth and Civil Jurisdictions. The day to day leadership of the Judges of the Family Court is the responsibility of the Principal Family Court Judge, and in the Youth Court likewise, the Principal Youth Court Judge and they share chambers located in Wellington.

The Environment Court is headed by a Principal Environment Court Judge. The Principal Disputes Tribunal Referee heads the Disputes Tribunal.

The Chief Judge of the District Court is, together with the Principal Judges, responsible for the effective deployment of all District Court Judges, Acting Warranted Judges, Community Magistrates and Judicial Justices of the Peace.

The National Jury Scheduling Advisor contributes to the provision of accurate and timely information and advice to the Chief District Court Judge and the National Jury Liaison Judge around past, current, and future trends and make recommendations assisting them to fulfil their obligations in terms of judicial deployment.

Scope of Role

KEY RELATIONSHIPS

Internal

- Chief District Court Judge
- National Jury Judge
- Executive Judges
- Jury Liaison and Assignment Judges
- Jury Warranted Judges of the District Court
- National Judicial Resource Advisor
- Regional Managers
- Service Delivery Managers
- Jury Court Services Managers
- Jury Schedulers and Case officers
- National Juror Management team
- Performance Information and Reporting Team
- National Office Managers and staff

External

- Crown Law
- Crown Solicitors
- Members of the Legal Profession

DIRECT REPORTS

Nil

TOTAL REPORTS

Nil

OPERATING BUDGET

Nil

DELEGATIONS

Nil

### **Qualifications and Technical Skills**

- Relevant tertiary qualification or equivalent knowledge, skills, and experience and commitment to ongoing professional development
- Able to read, understand and interpret complex documents, including legislation, numerical and business information
- Able to build and maintain a range of effective internal and external business relationships and networks and working with key stakeholders
- Well developed verbal and written communication skills
- Communicating with a wide range of audiences on complex issues

### **Experience and Knowledge**

- Professional credibility with the Judiciary
- Sound understanding of the New Zealand courts and the constitutional principles and legal processes that underpin the new Zealand justice system
- Sound understanding of the structure, business and operation of the District Court Business Unit
- Sound understanding of the District Court Jury business
- Providing intellectual and professional leadership across and within organisations, including experience mentoring and developing junior staff and peers
- Understanding of public sector systems and processes, including accountability requirements and the use of performance information to inform decision-making
- Understanding of large and complex operational businesses and experience working in this environment
- Leading complex projects to successful completion

Accountabilities

ACCOUNTABILITY

DELIVERABLES / OUTCOMES

- Provide strategic thinking and analytical support to the Chief District Court Judge and the National Jury Judge
- Contribute to the work of various jury judicial committees/groups  
This may include leading/contributing to the following projects
  - Design & implement a national jury judicial workload model to ensure the effective and efficient deployment of judicial jury resources
  - Design & establish a national approach to the deployment of jury judges
- Contribute to the development and achievement of the strategic goals of the District Court jury judiciary



CONTRIBUTING TO  
TEAM CAPABILITY

- Contribute to work that is being led by others in relation to jury trials by providing accurate, objective analysis and advice within specified timeframes
- Undertake peer review of documents and material prepared by other court officers to ensure that work produced is accurate, consistent and of a high quality
- Actively learn and develop, by responding to constructive feedback in order to continually improve the quality of work produced

PERSONAL  
LEADERSHIP

- Gain the cooperation of others by treating people with respect and dignity
- Recognise and celebrate others' successes
- Know when to seek advice or guidance
- Identify opportunities for continuous improvement and innovation
- Adhere to Ministry policies, guidelines and delegations
- Identify issues or risks, escalate where appropriate and contribute to the development and implementation of mitigation strategies

TEAM  
EFFECTIVENESS

- Contribute to a positive team culture that enables the high performance of the immediate team and organisation
- Actively contribute to the development of the team's employee engagement action plan
- Contribute to the identification of work priorities
- Actively support team members to deliver on work priorities within agreed time frames and quality standards
- Share knowledge, time and expertise to assist other members of the team
- Provide constructive feedback to team members and be receptive to receiving feedback

SERVICE DELIVERY  
AND INNOVATION

- Identify opportunities for continuous improvement and innovation within the scheduling of jury trials and offer suggestions for improving current systems and procedures
- Promote continuous improvement to systems, technology, processes and procedures to improve service delivery

RELATIONSHIP  
MANAGEMENT

- Share and adopt best practice service delivery initiatives

**External**

- Contribute to the provision of trusted advice and services to key stakeholders
- Engage and work in partnership with the judiciary and key stakeholders where appropriate
- Work with other Ministry business groups, units and teams to ensure a consistent and collaborative approach to stakeholder engagement
- Contribute to the identification of relevant sectors and organisations for external engagement and collaboration
- Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations

**Internal**

- Foster and maintain effective working relationships and networks with key individuals and groups from within the District Court Judiciary and the Ministry
- Develop and maintain a current understanding of the priorities, objectives and work programmes of other business groups and units

PERFORMANCE  
AND  
DEVELOPMENT

**Performance**

- Agree clear, measurable, challenging and achievable performance goals with your manager and achieve agreed outcomes
- Develop and maintain a current knowledge of the Ministry's priorities

**Development**

- Welcome constructive feedback, acknowledge where change is needed and deal with it constructively
- Develop and maintain an in-depth understanding of the Ministry, the justice sector and other areas relevant to your work
- Build breadth and depth of experience by actively seeking learning opportunities
- Develop and maintain a working knowledge and understanding of the machinery of government and

separation of powers

- Build and maintain up to date technical knowledge and expertise and adapt practices accordingly
- Maintain knowledge of relevant legislation to enable appropriate exercise of powers

HEALTH AND  
SAFETY IN  
EMPLOYMENT

- Comply with 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
- Support the site health and safety committees

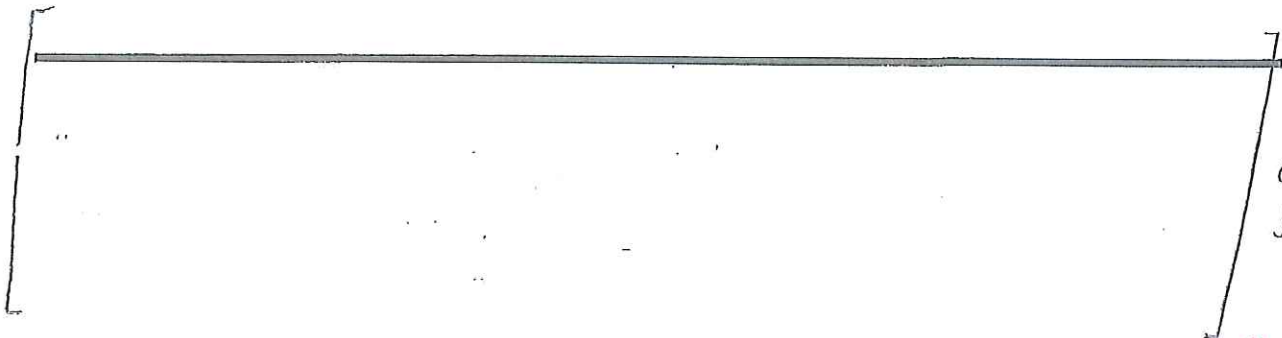
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## Competencies

COMPETENCY	DESCRIPTION
CUSTOMER FOCUS	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
INTEGRITY AND TRUST	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
DECISION QUALITY	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
STRATEGIC AGILITY	Anticipates future consequences and trends accurately; brings creative ideas to market; recognises strategic opportunities for change; creates competitive and breakthrough strategies.
DEALING WITH AMBIGUITY	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
ORGANISATIONAL AGILITY	Knowledgeable about how the Ministry works; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.
INTERPERSONAL SAVVY	Relates well to all kinds of people - up, down, and sideways; inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
PERSONAL LEARNING	Picks up on the need to change personal, interpersonal, and managerial behaviour quickly; watches others for their reactions to his/her attempts to influence and perform, and adjusts; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly.

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out of scope

-----Original Message-----

From:  
Sent: Wednesday, 16 July 2014 9:58 a.m.  
To: Fisher, Tony  
Cc:  
Subject: RE:

withheld under  
s 9(2)(a)

Hi

As per Tony's email, can you please customise, print, get Tony to sign and send two copies of the letter and JD (attached) to [ ] and a copy to me.

Thanks

[ ]

-----Original Message-----

From: Fisher, Tony  
Sent: Wednesday, 16 July 2014 7:39 a.m.  
To:  
Cc:  
Subject: Re:

withheld under  
s 9(2)(a)

Kia ora [ ]

Fine by me. When its ok to release let [ ] know do she can customise the salutations etc and print for me to sign and send.

Kia ora ano

Tony

Sent from my iPhone

On 15/07/2014, at 11:44 AM, [ ] <[ ]@justice.govt.nz> wrote:

> Hi  
>  
> Please find attached a draft LOO and updated JD for your review.

> [ ]

> From: Fisher, Tony  
> Sent: Friday, 27 June 2014 5:48 p.m.  
> To: [ ]  
> Cc: [ ]  
> Subject: RE: [ ]

*withheld under  
s 9(2)(a)*

> Kia ora koutou,  
>  
> I've also had a look and am comfortable with it  
>  
> Kia ora ano

> Tony  
>  
> From: [ ]  
> Sent: Friday, 27 June 2014 11:46 a.m.  
> To: Fisher, Tony  
> Cc: [ ]  
> Subject: RE: [ ]

*withheld under  
s 9(2)(a)*

> Hi [ ]  
>  
> I'm comfortable with the national jury scheduling advisor JD.

> [http://justice.govt.nz/courts/shared/justice\_logo.jpg]

> National Manager Workplace Development | District Courts  
> DDI [ ] Ext [ ] Mob [ ]  
> [www.justice.govt.nz](http://www.justice.govt.nz) <<http://www.justice.govt.nz>>

*withheld under  
s 9(2)(a)*

> From: [ ]  
> Sent: Friday, 27 June 2014 10:42 a.m.  
> To: [ ]  
> Subject: FW: [ ]

> Right this time

> From: [ ]  
> Sent: Friday, 27 June 2014 10:05 a.m.  
> To: Fisher, Tony [ ]  
> Cc: [ ]  
> Subject: [ ]

> Hi

> Sorry - this disappeared off my radar!

RELEASED UNDER THE OFFICIAL INFORMATION ACT



## Position Description

<b>Position Title</b>	National Jury Scheduling Advisor	
<b>Business Group/ Business Unit</b>	District Courts and Special Jurisdictions/District Courts Workplace Development	
<b>Location</b>	Auckland District Court Building	<b>Date</b> July 2014
<b>Reports to</b>	National Manager, Workplace Development, District Courts and Chief District Court Judge and the National Jury Judge for operational purposes	<b>HR Reference</b>

### Position Purpose

The National Jury Scheduling Advisor is responsible for the oversight of national jury scheduling on behalf of the Chief District Court Judge and National Jury Judge to ensure jury trials are scheduled efficiently and effectively enabling jury trials to be determined in a timely and equitable manner.

### This includes

- improve consistency of approach to prioritising and scheduling jury trials nationally with the objective of improving jury trial throughput and reducing jury trial waiting times
- contribute to improved use of jury trial resource, including taking a national approach to the management of the jury trial caseload
- provide strategic thinking and support to the Chief District Court Judge, National Jury Judge, and Chief Judges Advisory group in the area of jury case management and scheduling
- influence and assist other participants in the process to improve progression of cases e.g. Crown prosecutors, counsel
- contribute to work that is being performed by others by providing objective analysis and advice on jury trials within specified timeframes

The National Jury Scheduling Advisor contributes to the development and/or promotion of, and implementation of innovative tools, systems and processes that enhance the judiciary's opportunity to reduce the time between the election of trial and trial determination.

### The Ministry of Justice

New Zealand's justice and legal systems protect individual rights and freedoms, set out what is unacceptable in our society and the penalties for breaking the law, and enforce the rules around how our country is governed.

The Ministry of Justice leads the justice sector to reduce crime and reoffending and deliver modern, accessible, people-centred services. We are a large organisation, with over 3000 full-time equivalent staff operating from around 100 places nationwide.

Staff undertake a huge range of tasks. For example we administer the court system and support the judiciary; give policy advice to Ministers; negotiate Treaty of Waitangi settlements on behalf of the Crown; collect court-imposed or referred fines; and make sure people can access legal help.

The Ministry is transforming to build a justice system that meets customer needs and takes advantage of all the technology and ideas at our disposal. Our key focus areas include: reducing crime and reoffending; modernising and speeding up court processes; and improving services for victims of crime.

### Chief District Court Judges Chambers

The Chief Judge of the District Court is the Head of all the District Court Benches who has oversight, of the Criminal, Family, Youth and Civil Jurisdictions. The day to day leadership of the Judges of the Family Court is the responsibility of the Principal Family Court Judge, and in the Youth Court likewise, the Principal Youth Court Judge and they share chambers located in Wellington.

The Environment Court is headed by a Principal Environment Court Judge. The Principal Disputes Tribunal Referee heads the Disputes Tribunal.

The Chief Judge of the District Court is, together the Principal Judges, responsible for the effective deployment of all District Court Judges, Acting Warranted Judges, Community Magistrates and Judicial Justices of the Peace.

The National Jury Scheduling Advisor contributes to the provision of accurate and timely information and advice to the Chief District Court Judge and the National Jury Liaison Judge around past, current, and future trends and make recommendations assisting them to fulfil their obligations in terms of judicial deployment.

### Scope of Role

#### KEY RELATIONSHIPS

##### Internal

- Chief District Court Judge
- National Jury Judge
- Executive Judges
- Jury Liaison and Assignment Judges
- Jury Warranted Judges of the District Court
- National Judicial Resource Advisor
- Service Delivery Managers
- Jury Court Services Managers
- Jury Schedulers and Case officers
- National Juror Management team
- Performance Information and Reporting Team
- National Office Managers and staff

##### External

- Crown Law
- Crown Solicitors
- Members of the Legal Profession



DIRECT REPORTS	Nil
TOTAL REPORTS	Nil
OPERATING BUDGET	Nil
DELEGATIONS	Nil

#### Qualifications and Technical Skills

- Relevant tertiary qualification or equivalent knowledge, skills, and experience and commitment to ongoing professional development
- Able to read, understand and interpret complex documents, including legislation, numerical and business information
- Able to build and maintain a range of effective internal and external business relationships and networks and working with key stakeholders
- Well developed verbal and written communication skills
- Communicating with a wide range of audiences on complex issues

#### Experience and Knowledge

- Professional credibility with the Judiciary
- Sound understanding of the New Zealand courts and the constitutional principles and legal processes that underpin the new Zealand justice system
- Sound understanding of the structure, business and operation of the District Court Business Unit
- Sound understanding of the District Court Jury business
- Providing intellectual and professional leadership across and within organisations, including experience mentoring and developing junior staff and peers
- Understanding of public sector systems and processes, including accountability requirements and the use of performance information to inform decision-making
- Understanding of large and complex operational businesses and experience working in this environment
- Leading complex projects to successful completion

## Accountabilities

ACCOUNTABILITY	DELIVERABLES / OUTCOMES
STRATEGIC CONTRIBUTION	<ul style="list-style-type: none"><li>• Provide strategic thinking and analytical support to the Chief District Court Judge and the National Jury Judge</li><li>• Contribute to the work of various jury judicial committees/groups This may include leading/contributing to the following projects;<ul style="list-style-type: none"><li>• Design &amp; implement a national jury judicial workload model to ensure the effective and efficient deployment of judicial jury resources</li><li>• Design &amp; establish a national approach to the deployment of jury judges</li></ul></li><li>• Contribute to the development and achievement of the strategic goals of the District Court jury judiciary</li></ul>
CONTRIBUTING TO TEAM CAPABILITY	<ul style="list-style-type: none"><li>• Contribute to work that is being led by others in relation to jury trials by providing accurate, objective analysis and advice within specified timeframes</li><li>• Undertake peer review of documents and material prepared by other court officers to ensure that work produced is accurate, consistent and of a high quality</li><li>• Actively learn and develop, by responding to constructive feedback in order to continually improve the quality of work produced</li></ul>
PERSONAL LEADERSHIP	<ul style="list-style-type: none"><li>• Gain the cooperation of others by treating people with respect and dignity</li><li>• Recognise and celebrate others' successes</li><li>• Know when to seek advice or guidance</li><li>• Identify opportunities for continuous improvement and innovation</li><li>• Adhere to Ministry policies, guidelines and delegations</li><li>• Identify issues or risks, escalate where appropriate and contribute to the development and implementation of mitigation strategies</li></ul>

- TEAM EFFECTIVENESS
- Contribute to a positive team culture that enables the high performance of the immediate team and organisation
  - Actively contribute to the development of the team's employee engagement action plan
  - Contribute to the identification of work priorities
  - Actively support team members to deliver on work priorities within agreed time frames and quality standards
  - Share knowledge, time and expertise to assist other members of the team
  - Provide constructive feedback to team members and be receptive to receiving feedback
- SERVICE DELIVERY AND INNOVATION
- Identify opportunities for continuous improvement and innovation within the scheduling of jury trials and offer suggestions for improving current systems and procedures
  - Promote continuous improvement to systems, technology, processes and procedures to improve service delivery
  - Share and adopt best practice service delivery initiatives

RELATIONSHIP MANAGEMENT

**External**

- Contribute to the provision of trusted advice and services to key stakeholders
- Engage and work in partnership with the judiciary and key stakeholders where appropriate
- Work with other Ministry business groups, units and teams to ensure a consistent and collaborative approach to stakeholder engagement
- Contribute to the identification of relevant sectors and organisations for external engagement and collaboration
- Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations

**Internal**

- Foster and maintain effective working relationships and networks with key individuals and groups from within the District Court Judiciary and the Ministry
- Develop and maintain a current understanding of the priorities, objectives and work programmes of other business groups and units

PERFORMANCE  
AND  
DEVELOPMENT

**Performance**

- Agree clear, measurable, challenging and achievable performance goals with your manager and achieve agreed outcomes
- Develop and maintain a current knowledge of the Ministry's priorities

**Development**

- Welcome constructive feedback, acknowledge where change is needed and deal with it constructively
- Develop and maintain an in-depth understanding of the Ministry, the justice sector and other areas relevant to your work
- Build breadth and depth of experience by actively seeking learning opportunities
- Develop and maintain a working knowledge and understanding of the machinery of government and separation of powers
- Build and maintain up to date technical knowledge and expertise and adapt practices accordingly
- Maintain knowledge of relevant legislation to enable appropriate exercise of powers

HEALTH AND  
SAFETY IN  
EMPLOYMENT

- Comply with 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
- Support the site health and safety committees

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## Competencies

COMPETENCY	DESCRIPTION
CUSTOMER FOCUS	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
INTEGRITY AND TRUST	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
DECISION QUALITY	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
STRATEGIC AGILITY	Anticipates future consequences and trends accurately; brings creative ideas to market; recognises strategic opportunities for change; creates competitive and breakthrough strategies.
DEALING WITH AMBIGUITY	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
ORGANISATIONAL AGILITY	Knowledgeable about how the Ministry works; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.
INTERPERSONAL SAVVY	Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
PERSONAL LEARNING	Picks up on the need to change personal, interpersonal, and managerial behaviour quickly; watches others for their reactions to his/her attempts to influence and perform, and adjusts; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly.

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out of scope

withheld under s 9(2)(a)

From: [ ]  
Sent: Thursday, 24 July 2014 8:33 a.m.  
To: Fisher, Tony  
Subject: FW: [ ]

Hi [ ]

[ ] the role that [ ] has previously been occupying on a fixed term basis.

I have forwarded the papers to payroll for processing but I am advised by HR that the role is showing as fixed term in Org Plus.

Tony has previously approved the permanent establishment of the role.

Can you please change the status to permanent.

Thanks

[ ]

From: Fisher, Tony  
Sent: Tuesday, 22 July 2014 4:14 p.m.  
To: [ ]  
Subject: FW: [ ]

withheld under s 9(2)(a)

From: [ ]  
Sent: Tuesday, 22 July 2014 8:41 a.m.  
To: Fisher, Tony  
Cc: [ ]  
Subject: RE: [ ]

Kia ora Tony,

Acceptance of [ ] signed and returned.

Thanks [ ]

From: [ ] On Behalf Of Fisher, Tony  
Sent: Friday, 18 July 2014 4:42 p.m.

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To: [ ]  
Subject: [ ]

*withheld under  
§ 9(2)(a)*

Good afternoon [ ]

Please see attached documentation.

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OFFICIAL INFORMATION ACT