



Crown Prosecution Coordinator

We thrive on doing what's right. We are committed lawyers who use our expertise to improve the situation of our clients putting them in a better position than they could themselves.

The Crown Solicitor's Office at Palmerston North is a division of BVA | The Practice. Over the past 30 years, we have prosecuted hundreds of murder, child and adult sexual violence, serious drug offending, and serious fraud trials - with many of these being high profile and extremely complex.

BVA | The Practice has forged a reputation of independence, impartiality, integrity, and fairness. We have a culture of understanding and act on the behalf of victims and families of serious crime.

The role of Crown Prosecution Coordinator requires someone who is extremely well organised and can prioritise and reprioritise with ease. They will be responsible for supporting our Crown Prosecution team to efficiently and effectively resolve approximately 180 cases per year.

We require someone who is proactive and ready for a challenge.

The key competencies are:

- Supportive of the demands on a team of Crown Prosecutors
- Management of core relationships with sector stakeholders, Crown Law Office, Courts, Corrections, other Crown Solicitors, and the Defence Bar
- Aptitude for analysis and reporting
- Ability to implement the Criminal Procedure Act and relevant legislation
- Accuracy in presentation and performance
- Attention to detail
- Adaptability in IT systems including Word, Excel, Outlook, and Adobe Acrobat
- Excellent time management

This role will appeal to someone who may have legal or court administration experience with strong interpersonal skills. Our ideal colleague will be able to build strong relationships with staff, clients, and organisations. This role is an important and unique position that enables BVA | The Practice to have competitive advantage.

BVA | The Practice stands by our whakataukī to share our knowledge and be leaders. Our values are lived. Led by Ben Vanderkolk, we have a young and talented team who are passionate about, and encouraged to, achieve company, professional, and personal goals. We have a Paperlite system and a purpose-built office that uses state of the art technology. We regularly participate in local events and charity activities within our community and are actively involved in improving animal welfare through our work with the SPCA.

To register your interest and request a full job description, please send letters of application and CVs to **Deborah Davies - Principal Crown Prosecutor**, at plus@bvalaw.nz.