

Senior Solicitor

Legal, Corporate Services

The Corporate Services Group is responsible for leading the development, and supporting the effective implementation of the Ministry's organisational and policy strategy, through the effective delivery of specialist corporate services.

This role is part of the Legal Team. The Legal Team provides strategic, high quality, cost effective and efficient legal advice to the Ministry of Transport and Ministers, concentrating on activities which require Ministry-specific skills, or which are regarded as core activities of the Ministry. They oversee the management of legal risk in the areas of legislative change and process, statutory powers, OIA, contracts and other departments' legislation.

The role of the Senior Solicitor is to work in partnership to provide high quality, cost effective and efficient legal advice to the Ministry and Ministers.

- **Reporting to:** Chief Legal Adviser
- **Location:** Wellington

Enabling New Zealanders to flourish – our purpose

Our purpose statement goes beyond describing what our organisation does. It succinctly and powerfully captures the value that we will deliver to New Zealanders.

Flourish: A living organism flourishes when it grows or develops in a healthy or vigorous way, especially as the result of a particularly congenial environment. We think that's what transport should do for New Zealanders.

New Zealanders: New Zealanders are central to what we do. This includes New Zealand Inc, the business sector, and our international connections, but at the heart of all of it is people.

Enabling: We are here to help create the transport ecosystem that will enable society and businesses to flourish, and grow.

How we do things – our values

INVESTED	We are committed and responsible
BOLD	We are courageous, shaping our place in the world
COLLABORATIVE	We are connected and journey with others

What you will do to contribute - key responsibilities

The Senior Solicitor has responsibility for providing expert legal advice for the Ministry.

This role is responsible for:

- Providing general legal advice to the Ministry and Ministers
- Providing legal advice on the development of policy, including consistency with the New Zealand Bill of Rights Act, Treaty of Waitangi, Constitution Act, Official Information Act, Privacy Act, international law and other aspects of the Legislation Advisory Committee's Guidelines
- Providing legal and other services related to new and amending legislation, including instructing Parliamentary Counsel, and attending cabinet committees and Select Committees
- Providing input into draft transport rules and associated regulations, including preparing drafting instructions and liaison with transport agencies and other Government Departments
- Providing legal advice on Official Information Act and Privacy Act requests and liaise with the Ombudsman's office and Privacy Commissioner regarding complaints
- Instructing Crown Solicitors and Crown Counsel on litigation involving Ministers or the Ministry, including prosecutions under the Submarine Cables and Pipelines Protection Act 1996
- Drafting and reviewing contracts and agreements and reviewing other documents relating to the Ministry's activities
- Instructing external counsel to provide legal advice and manage its procurement
- Providing training and development to Ministry staff requiring legislative knowledge where appropriate
- Providing peer review and coaching within the legal team

Your health, safety and wellbeing

At MoT we expect all employees to:

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report incidents and hazards promptly
- Know what to do in the event of an emergency
- Ensure personal health and safety standards are adhered to when at work or offsite when working

Who you will work with to get the job done

Internal	Senior Leadership team
	Business Integrity & Performance team
	All managers and staff
External	Legal Professional bodies
	Parliamentary Counsel/Crown Law office
	External providers/consultants
	Government agencies and other organisations

What you will bring specifically

Experience:

Essential:

- At least four years experience as a Solicitor
- A strong understanding and experience of business partnering
- Demonstrated ability to engage with and influence others across a range of disciplines
- Experience peer reviewing work

Desirable:

- Experience in the transport sector
- Experience developing legislation

Knowledge and Skills:

- Knowledge of and interest in the development of legislation in New Zealand
- Knowledge of Public Law
- Proven written and verbal communication
- Sound judgement and analytical skills
- Initiative and the ability to work to deadlines
- The capacity to review and reorganise work priorities
- Excellent interpersonal skills and ability to work effectively as part of a team
- The ability to communicate clearly to a range of levels
- An interest in coaching team members

Other requirements:

- Knowledge of and interest in the development of legislation in New Zealand
- Knowledge of Public Law
- Proven written and verbal communication
- Sound judgement and analytical skills
- Initiative and the ability to work to deadlines
- The capacity to review and reorganise work priorities
- Excellent interpersonal skills and ability to work effectively as part of a team
- The ability to communicate clearly to a range of levels
- An interest in coaching team members

Capabilities

Honest and courageous

- Deliver the hard messages, and makes difficult decisions in a timely manner to advance the longer-term best interests of customers and New Zealand.

Curious

- Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

Self-aware and agile

- Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

Reilience

- Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.