

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 role is responsible for:

- Supporting the Ministry's policy function by:
 - 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 Design and Advisory Committee's Guidelines
- Supporting legislative development through:
 - Providing legal and other services related to new and amending legislation, including instructing Parliamentary Counsel, advice (including to Minister(s)), attending cabinet committees and assisting at Select Committees
 - Providing input into draft transport rules and associated regulations, including preparing drafting instructions and liaison with transport agencies and other Government Departments and informing advice to Minister(s)
- Supporting the Ministry's procurement practices by:
 - Drafting and review contracts and agreements and review other documents relating to the Ministry's procurement activities
 - Supporting the Ministry's Procurement team with advice on individual matters or on templates, guidance and other operational material for staff
- Supporting the Privacy Officer, which could include helping develop Privacy Impact Assessments, privacy statements, or advice on responding to Privacy Act requests
- Contributing to the instruction of of Crown Solicitors and Crown Counsel on litigation involving Ministers or the Ministry, including prosecutions under the Submarine Cables and Pipelines Protection Act 1986
- Providing legal advice on Official Information Act requests
- Providing any other general legal advice to Ministers and the Ministry, including as part of:
 - Delegations matters, including processing consents by the Chief Executive to delegations by the transport Crown Entities
 - Processing roading orders from the New Zealand Transport Agency and local authorities, as well as orders of the Maori Land Court involving proclamations and gazette notices
- Providing peer review and coaching on any of these matters

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
	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
- Experience developing legislation
- 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

Knowledge and Skills:

- Knowledge of and interest in the development of legislation in New Zealand
- Knowledge of Public Law and other areas of law impacting public sector organisations (for example privacy or procurement)
- Proven written and verbal communication
- Sound judgement and analytical skills
- Initiative and the ability to work to deadlines
- Excellent interpersonal skills and ability to work effectively as part of a team
- The ability to communicate clearly to a range of levels
- Demonstrated ability to effectively coach team members
- Demonstrated ability to effectively review and reorganise work priorities

Other requirements:

- A Law degree and the ability to hold a legal practising certificate

Capabilities

Delivery Leadership

Senior Solicitors work on and often have a leadership role in complex, ambiguous and sensitive work. Senior solicitors are skilled at scoping a piece of work and making connections to related areas of work to deliver the result the Ministry needs. They effectively plan and manage projects, and anticipate issues before they arise. Senior solicitors deliver and work with others to deliver products that are fit-for-purpose, timely, and high quality.

Professional Capability

Senior solicitors apply well-developed professional knowledge and skills to their work. Senior solicitors are capable of working with minimal supervision but seek guidance on complex issues, and test possible solutions to problems. They know and use a range of techniques, models and frameworks relevant to their work, and use the most appropriate approach in a given situation

Self and team focus

Senior solicitors are honest, courageous, curious, self-aware, agile and resilient. Senior solicitors focus on developing and cementing their professional skills so that they have a deep tool kit. They build capability within their team by pro-actively supporting more junior staff on core skills, stakeholder engagement, planning, and navigating through complex issues. Senior solicitors model these behaviours

Engagement

Senior solicitors are connected outside the team and the Ministry – they are visible, valued and operate across a range of networks. Senior solicitors develop, build and share knowledge, collaborate with others, and influence the agenda. They represent the Ministry and are trusted advisers.

Ministry contribution

Senior solicitors understand the Ministry's priorities and objectives, and contribute to accomplishing Ministry goals. Senior solicitors get involved across the Ministry. They foster a culture of learning, share their knowledge and experience, and help to challenge thinking.