

Job Description

Job Title:	Senior Solicitor
Team:	Legal & Procurement
Group:	Corporate Services Te Kāhui Tangata
Reporting to:	Chief Legal Adviser & Manager - Procurement
Location:	Wellington
Salary band:	17
Date:	November 2020

Public Service Purpose / Te Aronga o te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

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

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

Senior Solicitor

The Ministry of Transport is the Government's system lead on transport. Our purpose is to enable New Zealanders to flourish, reflecting transport's role in shaping our society, economy and environment.

The purpose of the Corporate Services Te Kāhui Tangata Group is to enable the Ministry to flourish. It does this through developing and providing effective and fit for purpose corporate services. The Group takes a continuous improvement and customer focused approach to its work.

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.

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

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Your health, safety and wellbeing

At the Ministry 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, Crown Entities and other organisations

Direct Reports

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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
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Capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

Managing work priorities

Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.

Engaging others

Connect with people; to build trust and become a leader that people want to work with and for.

Achieving ambitious goals

Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.

Honest and Courageous

Deliver the hard messages, and makes unpopular 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.

Resilient

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