

Te Whakahuatanga | Job Description

Job title:	Rōia Matua Senior Solicitor		
Group:	Te Kāhui Tangata Corporate Services		
Reporting to:	Tumu ā-Ture Tuarua Deputy Chief Legal Adviser		
Location:	Wellington/Auckland		
Salary band:	17	Date	November 2022

Te Aronga o te Ratonga Tūmatanui | Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa I āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko I te Karauna I runga I āna hononga ki a ngāi Māori I raro I te Tiriti o Waitangi. Ka tautoko mātou I te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui I roto I ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under te Tiriti o Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at <https://www.publicservice.govt.nz/role-and-purpose/>.

Ngā uaratanga matua | Our values

HE MĀIA BOLD We are courageous, shaping our place in the world	KEI ROTO MĀTAU INVESTED We are committed and responsible	HE MAHI NGĀTAHI COLLABORATIVE We are connected and journey with others
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He whakamana i a Aotearoa kia momoho | 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.

Rōia Matua | Senior Solicitor

Te Manatū Waka 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 Te Kāhui Tangata | the Corporate Services Group is to enable te Manatū Waka 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.

This role is part of the Legal & Procurement team. The Legal function of the team provides strategic, high quality, cost effective and efficient legal advice to e Manatū Waka 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, requests for official information, 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.

Hei aha kei tō raurau | What you will do to contribute - key responsibilities

Senior Solicitors are responsible for:

Supporting the functions of the Ministry by:	Providing general legal advice to the Ministry and Ministers, including consistency with: te Tiriti o Waitangi, the New Zealand Bill of Rights Act 1990, international law obligations and the Legislation Guidelines.
Supporting legislative development by:	<ul style="list-style-type: none"> • Providing legal advice and other services on new and amending legislation, including instructing Parliamentary Counsel, and attending Cabinet committees and assisting at select committees, • Inputting into draft transport rules and associated regulations (including preparing drafting instructions and liaison with transport agencies and other departments). •
Supporting the Privacy Officer by:	Providing legal advice on Official Information Act 1982 and Privacy Act 1988 requests and liaison with the Ombudsman's office and Privacy Commissioner regarding complaints.
Contributing to instruction on litigation by:	Instructing Crown Solicitors and Crown Counsel on litigation involving Ministers or the Ministry, including prosecutions under the Submarine Cables and Pipelines Protection Act 1996.

Supporting the Ministry's procurement practices by:	<ul style="list-style-type: none"> • 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 •
Supporting training and development by:	<ul style="list-style-type: none"> • Providing training and development to Ministry staff requiring legislative knowledge where appropriate • Providing peer review and coaching within the legal team
Providing any other general legal advice relating to:	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.

Kia mahi koe ki a wai | Who you will work with to get the job done

Internal	Senior Leadership team
	All managers and staff
External	Legal Professional bodies
	Parliamentary Counsel and Crown Law Office
	External providers/consultants
	Government departments, Crown entities and other organisations

Direct reports

Nil

Delegations

Nil

Ōu pūkenga | What you will bring specifically

Essential:

- A Law degree and the ability to hold a legal practising certificate
- Experience practising as a solicitor
- Demonstrated experience in 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
- Commitment to developing your cultural capability and capacity in understanding te ao Māori and Te Tiriti o Waitangi

Desirable:

- Experience in the transport sector
- Knowledge of and interest in public law and development of legislation in New Zealand
- Proven written and verbal communication
- Sound judgement and analytical skills
- Initiative and the ability to work to deadlines
- Capacity to review and reorganise work priorities
- Excellent interpersonal skills and ability to work effectively as part of a team
- Ability to communicate clearly to a range of levels
- An interest in coaching team members

Tō oranga I te wāhi mahi nei | 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

Ka tāea te aha | Capabilities

<p>Delivery Leadership</p>	<p>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.</p>
<p>Professional Capability</p>	<p>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.</p>

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.
Te Manatū Waka 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.