

# Te Whakahuatanga | Job Description

<b>Job title</b>	Solicitor   Rōia		
<b>Group</b>	Corporate Services   Te Kāhui Tangata		
<b>Reporting to</b>	Deputy Chief Legal Adviser   Tumu ā-Ture Tuarua		
<b>Location</b>	Wellington Office		
<b>Direct reports</b>	N/A	<b>Security clearance</b>	N/A
<b>HR delegation</b>	N/A	<b>Finance delegation</b>	N/A
<b>Salary band</b>	Band 15/16	<b>Date</b>	October 2024

## 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 āianeī, 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 hapori, 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 the Treaty of 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/about-us/>).

## Enabling New Zealanders to flourish – Te Manatū Waka’s purpose

We are the Government’s system lead on transport. We provide advice about how the transport system needs to change to support the New Zealand economy and the transport needs of New Zealanders. Our purpose is to enable New Zealanders to flourish, reflecting transport’s role in shaping our society, economy and environment. You can find out more about Te Manatū Waka at (<https://www.transport.govt.nz/about-us/>)

## Ngā uaratanga matua | Our values

**BOLD  
HE MĀIA**  
We are courageous, shaping our place in the world

**INVESTED  
KEI ROTO MĀTUA**  
We are committed and responsible

**COLLABORATIVE  
HE MAHI NGĀ TAHI**  
We are connected and journey with others

## Corporate Services | Te Kāhui Tangata

Te Manatū Waka's performance relies on the provision of professional corporate and support services. The Te Kāhui Tangata Group provides administrative, technical and advisory support to the Sector Strategy, Policy, Regulatory, Office of the Chief Executive and Investment & Monitoring groups of Te Manatū Waka.

## Solicitor | Rōia Position

The Legal and Procurement team supports policy development, informing choices about which type of regulatory instrument is most appropriate, and using their expertise to make great law. We also give advice and assurance on legal risk to inform a range of actions and activities of the Ministry, including commercial and contract advice and advice on regulatory decision making.

The Solicitor is responsible for providing high quality, cost effective and efficient legal advice to Te Manatū Waka and Ministers.

### Te mahi | What you will do

This role is responsible for:

- Providing general legal advice and other services to the Ministry of Transport and Ministers in complex and ambiguous areas of law.
- Providing robust 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 of Transport, 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.
- Actively managing workload and speaking up when support or direction are needed.
- Identify risks proactively and coordinate work with others on how these risks could be managed.
- Providing training and development to Te Manatū Waka staff requiring legislative knowledge where appropriate.
- Contributing to team and Ministry planning processes, and to the development of strategies and work programmes to enhance the overall effectiveness of the team
- Represent the Ministry of Transport in a wide range of situations, including government agencies, transport sector and community groups

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.

## Tou kapa | Who you will work with

Internal	External
Senior Leadership Team	Legal Professional bodies
All manager and staff	Parliamentary Counsel/Crown Law Office
	External providers/consultants
	Government agencies, Crown Entities and other organisations
	Legal Professional bodies

## Te mea e mauria mai e koe| What you will bring

### Essential (Level 1 – Band 15)

- A Law degree and the ability to hold a legal practicing certificate
- Ability to engage with and influence others across a range of disciplines
- Knowledge of basic public law, commercial contracting and statutory interpretation concepts
- An awareness of key legislation that applies to the public service, including the Official Information Act 1982 and the Privacy Act 2020
- Sound judgement and analytical skills
- Excellent written and verbal communication skills
- Ability to work as part of a team or independently
- Excellent interpersonal skills
- Interest in the development of primary and secondary legislation in New Zealand
- Interest in the Cabinet decision making process, parliamentary process and key concepts of legislative design

### Essential (Level 2 – Band 16)

- All essential (Level 1)
- At least 2 years experience as a Solicitor in house or related role
- Demonstrated knowledge and experience in public law, commercial law and statutory interpretation
- Ability to work autonomously and meet deadlines
- Demonstrated knowledge of legislation that applies to the public service, including the Official Information Act 1982 and the Privacy Act 2020
- Demonstrated knowledge of Cabinet decision making processes, the parliamentary process and key concepts of legislative design.

### Desirable

- Interest and experience in the transport sector or transport regulatory system
- Previous experience in working in a public service department or Crown Entity or related agency
- Previous experience working in an in-house legal team for a public service department or Crown Entity or related agency

## Hei Arataki | Te Manatū Waka's Māori Strategy

Hei Arataki has been developed to improve transport outcomes for Māori. Hei Arataki acknowledges that New Zealanders are not flourishing if Māori are not flourishing and sets out our strategy direction to identify issues and opportunities for Māori in transport policy design and delivery.

<https://www.transport.govt.nz/assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf>

Hei Arataki is underpinned by the following Ngā Mātāpono | Guiding Principles:



### Rangatiratanga

Empowering  
and Leading



### Kaitiakitanga

Guardianship and  
Protection



### Whanaungatanga

Collaboration  
and Unity



### Manaakitanga

Caring for and  
valuing others

## Te rereketanga me te whakauru | Diversity and inclusion

We want our workforce to increasingly reflect the communities we serve. Te Manatū Waka welcomes and supports people diverse backgrounds including people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

## Te hauora, haumaru me to orange | 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.

## Mahi, he aha te mea e tumanakohia ana | Performance Expectations

We are a high performing organisation. A key part of this is being clear about roles and expectations. Te Manatū Waka's expectations of Advisers are set out below. This is a multi level position, allowing for visible and clear career progression at Te Manatū Waka.

An individual appointed to an Adviser position as a recent graduate will be developing towards the expectations and selection criteria. Recent graduates will be remunerated at a graduate remuneration step for 12 months.

A fully capable Adviser Level 1 is expected to demonstrate consistent performance across Te Manatū Waka's expectations framework.

An Adviser Level 2 will demonstrate added depth and breadth across multiple projects and/or policy portfolio areas.

Advisers and their managers share responsibility to use these expectations to support an Adviser's performance and development. The intent is to clarify, make visible and clearly communicate expectations to ensure common understanding and consistency.



## Pūkete Arataki Whaihua | Leadership Success Profile – 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.

