

Job Description | Te Whakahuatanga

Job title	Senior Solicitor Rōia Matua		
Group	Corporate Services Te Kāhui Tangata		
Reporting to	Deputy Chief Legal Adviser Tumu ā-Ture Tuarua		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 17	Date	August 2025

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

The public service supports constitutional and democratic government, enables both the current Government and successive governments to develop and implement their policies, delivers high-quality and efficient public services, supports the Government to pursue the long-term public interest, facilitates active citizenship, and acts in accordance with the law.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

Enabling a transport system that connects New Zealand – The Ministry of Transport’s purpose | Te whakaahei i te punaha waka e hono ana i a Aotearoa

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 a transport system that connects New Zealand. You can find out more about the Ministry of Transport at (<https://www.transport.govt.nz/about-us/>)

Our values | Ngā uaratanga matua

Integrity – Tapatahi	Excellence – Kairangi	Collaboration – Mahi tahi
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Corporate Services | Te Kāhui Tangata

The Ministry of Transport’s performance relies on the provision of professional corporate and support services. The Corporate Services Group provides administrative, technical and advisory support to the Sector Strategy, Policy, Regulatory, Office of the Chief Executive and Investment & Monitoring groups of the Ministry of Transport.

Senior Solicitor Position | Rōia Matua

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 Senior Solicitor is responsible for providing high quality, cost effective and efficient legal advice to the Ministry and Ministers.

What you will do | Te mahi

This role is responsible for:

- Providing general legal advice to the Ministry 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, 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.
- Contributing to multiple pieces of work concurrently and actively and independently planning and managing workload.
- Manage risks proactively and coordinate work with others.
- Providing training and development to the Ministry's staff requiring legislative knowledge where appropriate.
- Providing guidance and on-the-job training and coaching to more junior team members and providing peer review within the team.
- Leading engagement with some delivery agencies, stakeholders and government agencies to ensure the advice provided is practical and effective.

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.

Who you will work with | Tou kapa

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

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

- 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.
- Experience in the transport sector.
- Experience developing legislation.
- 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.
- Ability to work autonomously and meet 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

The Ministry of Transport's Māori Strategy | Hei Arataki

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 Guiding Principles | Ngā Mātāpono:



Rangatiratanga

Empowering
and Leading



Kaitiakitanga

Guardianship and
Protection



Whanaungatanga

Collaboration
and Unity



Manaakitanga

Caring for and
valuing others

Diversity and inclusion | Te rereketanga me te whakauru

We want our workforce to increasingly reflect the communities we serve. The Ministry 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.

Your health, safety and wellbeing | Te hauora, haumaru me to oranga

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.

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

We are a high performing organisation. A key part of this is being clear about roles and expectations. The Ministry of Transport's expectations of Senior Advisers are set out below. The intent is to clarify, make visible and clearly communicate expectations to ensure common understanding and consistency.



Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

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.



Job Description | Te Whakahuatanga

Job title	Principal Solicitor Rōia Mātāmua		
Group	Corporate Services Te Kāhui Tangata		
Reporting to	Chief Legal Adviser & Manager - Procurement		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 18	Date	July 2025

Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

The public service supports constitutional and democratic government, enables both the current Government and successive governments to develop and implement their policies, delivers high-quality and efficient public services, supports the Government to pursue the long-term public interest, facilitates active citizenship, and acts in accordance with the law.

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The Ministry of Transport's Purpose - Enabling a transport system that connects New Zealand | Te whakaahēi i te punaha waka e hono ana i a Aotearoa

We are the Government's system lead on transport. We inform and advise the government on current and long-term transport issues by providing policy and investment advice to Ministers, leading regulatory reform, and monitoring the performance of the transport agencies that regulate or deliver transport services that New Zealanders rely on every day.

You can find out more about the Ministry of Transport at (<https://www.transport.govt.nz/about-us/>).

Our values | Ngā uaratanga matua

Integrity

—

Tapatahi

Excellence

—

Kairangi

Collaboration

—

Mahi tahi

Corporate Services | Te Kāhui Tangata

The Corporate Services Group is responsible for delivering specialist advice and services to the Senior Leadership Team (SLT) and the Ministry, and ensuring that appropriate organisational systems, policies and processes are in place to enable the Ministry to deliver on our core functions.

transport.govt.nz | hei-arataki.nz

HEAD OFFICE: PO Box 3175, Wellington 6140, New Zealand. PH: +64 4 439 9000

AUCKLAND OFFICE: NZ Government Auckland Policy Office, PO Box 106483, Auckland 1143, New Zealand. PH: +64 4 439 9000

Principal Solicitor Position | Rōia Mātāmua

The Legal 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 Principal Solicitor is responsible for providing high quality, cost effective and efficient legal advice to the Ministry and Ministers.

What you will do | Te mahi

This role is responsible for:

- Providing general legal advice to the Ministry and Ministers in complex and ambiguous areas of law.
- Driving the delivery of high-quality and robust legal advice on the development of policy, including consistency with the New Zealand Bill of Rights Act, Treaty of Waitangi | Te Tiriti o Waitangi, Constitution Act 1986, Official Information Act 1982, Privacy Act 2020, international law and aspects of the Legislation Design and Advisory Committee's Legislation Guidelines.
- Overseeing and providing legal advice on new and amending legislation, including instructing Parliamentary Counsel, and attending Cabinet Committees and Select Committees.
- Providing strong intellectual leadership in drafting transport rules and associated secondary legislation, including preparing drafting instructions and liaison with transport agencies and other Government Departments.
- Leading the delivery of legal advice on Official Information Act 1982 and Privacy Act 2020 requests and liaising 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.
- Managing and supporting the process of drafting, reviewing contracts and agreements and other documents relating to the Ministry's activities.
- Instructing external counsel to provide legal advice and manage the procurement of that advice.
- Identifying and proposing and appropriate approach areas for further training and development for Ministry staff who require legislative or other specialist knowledge.
- Enhancing the overall capability of the team through coaching and mentoring team members during their day-to-day work, and against their longer-term development plans.
- Providing thought leadership to inform, drive and challenge Ministry thinking and support policy recommendations.
- Taking a leadership role in cross-Ministry and cross-government projects and appropriately representing Group or Ministry views.
- Identifying opportunities, risks and gaps and the means of seizing, mitigating and filling them.

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Who you will work with | Tou kapa

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

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

- A Law degree and the ability to hold a legal practicing certificate
- At least ten years experience as a Solicitor in an in-house legal role, preferably in a Government Department
- Extensive experience in the development of legislation or managing litigation (or both)
- Extensive experience in advising on the machinery of government, cabinet decision making processes and the collection of Crown revenue
- Extensive experience in advising on contracts, funding agreements and other arrangements
- Experience in advising on privacy, official information, and statutory decision making
- Extensive experience in building and maintaining high-quality stakeholder relationships
- Proven written and verbal communication, with strong influencing skills
- Excellent organisational skills and the ability to meet deadlines
- Strong intellectual ability, nous, and judgement
- Extensive experience in peer reviewing work, leading, coaching and mentoring staff
- Excellent interpersonal skills and ability to work effectively as part of a team

The Ministry of Transport's Māori Strategy | Hei Arataki

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- 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.

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

We are a high performing organisation. Principal Advisers play a vital role towards achieving this goal. Clear expectations and being accountable for meeting them is crucial for a Principal Adviser's success and in supporting team members to achieve their expectations. The expectations outlined below provide a comprehensive outline of what is expected to be a successful Principal Adviser at the Ministry of Transport. Principal Solicitors use the same performance expectations as Principal Advisers.



Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

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.

HONEST & 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 perspective – to make fit for purpose decisions.

SELF-AWARE & AGILE

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

RESILIENCE

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