

# Job Description

INTERNAL AFFAIRS



Te Tari Taiwhenua

<b>Job Title</b>	Senior Legal Advisor
<b>Branch</b>	Strategy and Governance
<b>Business Group</b>	Legal
<b>Reporting to</b>	Director Legal
<b>Location</b>	Wellington

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## Purpose

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The purpose of the position of Senior Legal Advisor is to provide leadership in the delivery of reliable, accurate, timely and well-informed advice to the Department and the Executive Leadership Team on legal issues and the potential legal implications of various corporate strategies and business initiatives and projects.

The position provides leadership of the professional and ethical standards of practising solicitors and legal advisers within the Department. This encompasses specialist legal services, analysis of legal risks and legality assurance to the Chief Executive. The Senior Legal Advisor is also part of the senior legal services team and carries a collective responsibility to ensure the provision of quality legal services to the department and is responsible for the management and development of other legal services staff and for project leadership.

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## Key Tasks

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### **Develop and maintain effective, trust-filled relationships**

- Providing advice to the Chief Executive and the Executive Leadership Team across the range of the Department's legal interests, risks and obligations
- Contributing a legality assurance perspective to the Department's strategic and governance processes, particularly the executive decision-making process
- Instructing Crown and other solicitors to conduct legal business on behalf of the Department, in accordance with Cabinet directions
- Establishing and maintaining effective public service and professional networks
- Working with the Director Legal to quality assure the work of both the Legal Services team and external service providers;
- Working with the Director Legal to meet management capability responsibilities specified in the Strategy and Governance Business Plan for:
  - Effectiveness for Maori
  - EEO
  - Health and Safety
  - Disability responsiveness
  - Ethnic responsiveness

### **Develop and promote corporate legal standards and practices**

- Building understanding of legal issues, risks and obligations through advice, communications and training, especially for other legal services staff and managers
- Helping to ensure appropriate legal policies and practices are in place to manage the legal obligations and legal risks of the Department effectively
- Ensuring that professional best practice is achieved and maintained

## **Staff Management**

- Supervising work and leading projects, as required by the Director Legal
- Supervising, coaching and mentoring of Legal Services staff
- Building team capability
- Ensure the growth and professional development of Legal Services staff

## **Health & Safety (for the team)**

- Ensure staff are informed of Health and Safety requirements in the workplace, and are adequately trained to carry out their work safely.
- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries.
- Ensure all hazards are promptly assessed for their significance, and managed

## **Health & Safety (for self)**

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plans

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## **Key Relationships**

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### **Internal**

- Chief Executive
- Director Legal
- Legal Services team members
- Strategic support staff
- Executive Leadership Team
- Internal clients

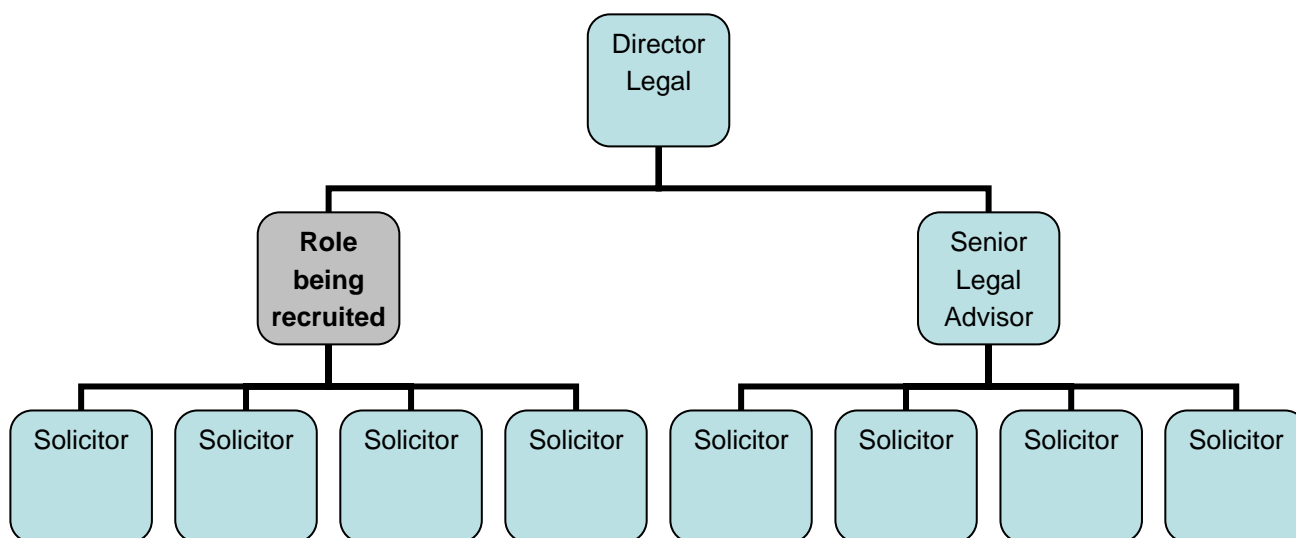
### **External**

- Ministers
- Crown Law Office/ Crown Solicitors
- Legal staff in other Government agencies
- Private practice solicitors
- Statutory bodies and other agencies associated with the Department
- Parliamentary Counsel
- Ombudsmen
- Human Rights Commission staff
- Staff of the Office of the Auditor-General

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## **Reporting Relationships**

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### Staff Management

Number of direct reports	Up to 7 staff
Number of staff reporting to the direct reports	Nil

### Delegations

Human Resources Delegations	E
Financial Delegations	Nil

### Person Specification

	Essential	Desirable
<b>Experience</b>		
Proven analytical and opinion writing ability	Yes	
Familiarity with rules of statutory interpretation	Yes	
Familiarity with Government and Parliament system and procedures		Yes
Proven ability to lead and motivate other team members and to manage projects to a satisfactory conclusion	Yes	
Experience drafting specialist legal documents	Yes	
<b>Knowledge</b>		
Proven ability to advise on litigation matters	Yes	
Proven strategic thinking ability	Yes	
Sound knowledge of rules of statutory interpretation	Yes	
Sound knowledge of Government and Parliament system and procedures		Yes
Sound knowledge of legal principles, New Zealand statutes and relevant local and international case law	Yes	

### Skills

	Essential	Desirable
Pragmatic, solution-focused approach with well developed perceptions and judgement	Yes	
Strong research skills	Yes	
Excellent oral and written communication skills	Yes	

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### Education and Professional Memberships

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Qualified Barrister and Solicitor of the High Court of New Zealand	Yes	
Current practising certificate or be eligible to hold one	Yes	

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### Other

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Security Clearance – Confidential	Yes	
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### DIA Competencies

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Competencies are behaviours that drive job success. They are observable and measurable characteristics that can be seen when a job is being done well.

With the exception of Achieves Effectiveness for Māori, the competencies Internal Affairs uses are derived from the Competency Sort Cards developed and copyrighted by Lominger Limited, Inc. No part of the Lominger competencies may be used, reproduced or transmitted in any form or by any means, by or to any party outside of The Department of Internal Affairs.

The competencies required for your role are listed below. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

Competency Cluster	Competency
Integrity	Integrity and Trust
	Ethics and Values
Intelligence	Learning on the Fly
	Timely Decision Making
	Decision Quality
	Intellectual Horsepower
Emotional Maturity	Self Knowledge
	Composure
	Personal Learning
Managing Complexity	Problem Solving
Talent to Execute	Functional Technical Skills
	Priority Setting
	Written Communications

	Customer Focus
Positive Energy	Perseverance
	Negotiating
Managing and Developing People	Developing Direct Reports and Others
	Building Effective Teams
Managing Diverse Relationships	Interpersonal Savvy
	Peer Relationship
	Listening
Achieves Effectiveness for Māori	Effectiveness for Māori (Level 2)

### **Integrity**

This is the ability to accept personal accountability for actions and decisions; to be reliable, trustworthy, and honest in all aspects of our work; and to uphold the values and principles of the Department.

### **Intelligence**

This is the ability to learn, understand and think things out quickly. It is demonstrated in our ability to reason, solve problems, think creatively, understand ideas that can be complex, and learn quickly from experience. It is the ability to make sense of a changing environment and figuring out what to do.

### **Emotional Maturity**

This is the ability to control one's emotions, to recognise their impact and to adapt to changing circumstances, particularly during stressful times. It includes the ability to sense, understand, and react to others' emotions. It is about knowing one's strengths and weaknesses and continuously looking to improve oneself. It also requires individuals to demonstrate resilience and sound judgment in dealing with challenges.

### **Managing Complexity**

This is the ability to operate effectively in an ever-changing environment, scanning the horizon for looming issues and providing solutions. This requires individuals to take an organisational perspective when resolving problems, ensuring the Department maintains a strong culture of innovation and togetherness.

### **Talent to Execute**

This is about getting the job done. It is the ability to achieve results for the Department and provide an outstanding service, with and through others. It also describes continuously searching for innovation and ways to add value in order to position the Department for future success.

### **Positive Energy**

This is the demonstration of an upbeat attitude through good times and bad, and the desire to strive for the best outcomes for the Department. Individuals who demonstrate this trait are able to positively affect the behaviour of others, motivating them with a sense of purpose and spirit of cooperation. It encompasses the capacity to care deeply for the work that we do and for the principles and values of the Department.

### **Managing and Developing People**

This is the ability to select, manage, develop and retain an excellent workforce within an environment that values diversity and individuality. It includes the promotion of continuous learning and the development of others to ensure the Department is an employer of choice.

### **Managing Diverse Relationships**

This is the ability to work with a diverse range of people and to build mutually beneficial relationships and networks, sometimes in complex environments. It is the ability to value the contribution of others, respecting each other's views, beliefs and customs, united in a common purpose.

### **Achieves Effectiveness for Māori**

Achieves Effectiveness for Māori describes working effectively with and for Māori colleagues, clients and stakeholders, to ensure their specific needs are identified and met, and to create a positive work environment for Māori. It relates to our Effectiveness for Māori (EfM) strategies, policies and guidelines and supports our vision to be recognised as an EfM leader in public service.

(Please note that this competency is not part of the Lominger Competency suite)