

POSITION DESCRIPTION

Position details

Position Title	Senior Solicitor 1
Team/Branch/Group	Legal, Corporate, Governance and Information
Location	Wellington
Date	August 2016

Our purpose

Our purpose is to grow the New Zealand economy to provide a better standard of living for all New Zealanders. To achieve this, we need a strong, high performing economy, where for example, people (workers, consumers and investors) are protected and aware of their rights and obligations; and the integrity of the environment is maintained.

As one of New Zealand's largest government agencies, the work we do impacts the lives of all New Zealanders. We work to increase household incomes by helping businesses to be more productive and internationally competitive, increasing opportunities for all New Zealanders to participate in the economy through improved job opportunities, and by ensuring quality housing is more affordable.

This is all echoed in our Māori identity – Hikina Whakatutuki – which broadly means “lifting to make successful”.

How we work

Our aspiration is that MBIE is a great place to work where great work gets done.

We believe in harnessing the potential of our people and the diverse skills and life experiences they bring to MBIE.

Our targets are challenging and require us to work with others, and across the Ministry (making the most of our size and scope).

Our people will need to adopt a generous disposition and actively seek out opportunities to be purposely collaborative across MBIE. This means asking ‘why not?’ instead of ‘why?’, and leveraging off the collective that is MBIE in the pursuit of goals that stretch right across teams, branches and groups.

We work across government, and New Zealand, in a way that enables us to expand and deepen our understanding of businesses and markets. We use our extensive presence across New Zealand and around the world to make and leverage domestic and global connections.

With our Crown entity partners we work collaboratively with other government agencies; local government; businesses; industry, sector, union and employer groups; consumer groups; Māori leaders; and scientists to develop and deliver fit-for-purpose policy, services, advice and regulation that support people, businesses, communities and regions to be successful.

As the lead agency for providing government services for business, we are focussed on making it easier for business to interact with government.

Our character

Shape We shape the agenda by challenging the status quo, and by generating and adopting new ideas, to bring those ideas to life.

Collaborate	We support each other, engage early and proactively partner in pursuit of shared goals.
Deliver	We have a can do attitude, take ownership, act with purpose, urgency and discipline, take calculated risks, celebrate success and learn as we go.

Our structure

The Ministry comprises around 3,200 staff operating in New Zealand with a further 400 staff in overseas locations.

The Ministry has seven business groups: Building, Resources and Markets; Corporate, Governance and Information; Finance and Performance; Immigration New Zealand; Labour, Science and Enterprise; Market Services; and the Office of the Chief Executive.

The Senior Solicitor 1 position reports into the Manager, Legal Services in the Corporate, Governance and Information group.

The functions in this group are:

- Human Resources
- Communications and Ministerial Services
- Legal Services
- Risk and Assurance
- ICT
- Organisational Transformation
- Safety and Security
- Evidence Monitoring and Governance
- Business and Client Relationships.

Position purpose

The Senior Solicitor is a team member position in MBIE. The Solicitor will bring their business understanding and perspective to work in partnership with their manager and other staff.

The Senior Solicitor contributes to the operations of the Legal Services team. The team is responsible for providing guidance and support in a number of areas, including operational advice, procurement and contracting, science investment, the regulation of petroleum and minerals, development of policy and legislation, prosecutions and advocacy work in Tribunals, the District Court and the Employment Court.

Senior Solicitors in the Legal Services Branch are responsible for providing high quality, timely, accurate and practical legal advice in a dynamic context and in a variety of forms, ranging from opinions to oral advice through to training clients. They provide assistance to the Chief Executive, Ministers and the Ministry generally; to support, facilitate and contribute to facilitate and contribute to the Ministry's goals and objectives.

The Senior Solicitor is responsible for ensuring quality and consistency of advice and practices in relation to their contribution to the team's work.

Key relationships

- Ministers and staff in Minister's offices
- Crown Law
- Parliamentary Counsel Office
- Legal staff in other government agencies
- External legal providers
- Crown entities
- Cabinet Office
- Office of the Ombudsmen
- Office of the Clerk
- Crown Solicitors
- Courts and Tribunals
- Members of the Senior Leadership team

- All managers and staff in MBIE

Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as the Ministry responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

Key accountability or deliverable	Indicators of success
<i>Technical Legal Advice.</i>	<ul style="list-style-type: none"> • Accurately identify legal and related issues and provide sound legal advice on complex matters demonstrating understanding of business context. Able to work independently and provide support to more junior colleagues. • Lead assignments and small teams while providing guidance to less experienced team members. • Operates independently at internal and external meetings. • Broad general legal knowledge, broad understanding of specialist subject areas and the ability to make strategic decisions relating to them where necessary. • Able to operate more independently and with limited senior support and able to share judgements with manager. • Able to identify legal and other and escalate potential risks and opportunities that may have a legal impact on the Ministry including taking a lead role in complex issues. • Understands MBIE'S legal business and able to approach it strategically • Ability to consistently communicate in a clear and concise manner on complex matters to a wide audience. • Aware of development needs and actively manages personal development • A confident practitioner with demonstrated high level general advocacy and presentation skills and excellent judgement on a wide range of legal matters. <p>If applicable:</p> <ul style="list-style-type: none"> • Litigation role: act as counsel for Ministry business units, including in more complex civil and/or criminal matters • Legislation role: provides advice in relation to policy and legislative processes including drafting instructions, the development of primary and secondary legislation, and liaison with key stakeholders.
<i>Stakeholder Engagement/Management</i>	<ul style="list-style-type: none"> • Build and maintain professional relationships with internal and external stakeholders, including cross organisation, senior managers, crown law and Ministers. • Ability to demonstrate high trust relationships with clients and proactively recognises client needs and engages accordingly. • Has awareness of the NZ system of government to ensure a detailed understanding of the Ministry when engaging with stakeholders. • Able to influence peer internal and external stakeholders.
<i>Assignments & Project work</i>	<ul style="list-style-type: none"> • Leads increasing complex and less well defined assignments • Starting to take the lead on defined pieces of work • Initiate and negotiate cross organisation processes and assignments. • Leads increasingly complex assignments, managing people and resources

Key accountability or deliverable	Indicators of success
	<p>and provide reports on milestones.</p> <ul style="list-style-type: none"> • Draft, review and provide quality control of legal documents including Court documents, submissions, warrants, deeds, contracts, leases and other documents. Court documents, submissions, warrants, deeds, contracts, leases and other documents,
<i>Mentoring & Coaching</i>	<ul style="list-style-type: none"> • Support less experienced colleagues and actively provide coaching, mentoring and opportunities for development. • Beginning to review legal work and provide quality control. • Effectively delegate work to others within the team and provide clear expectations. • Provide advice and direction to less experienced colleagues including technical legal considerations on complex issues,

Competencies	
Cultivates Innovation	<p>Shape the agenda, creating new and better ways for the organisation to be successful, by</p> <ul style="list-style-type: none"> • Coming up with useful ideas that are new, better or unique • Challenging the status quo • Introducing new ways of looking at problems • Generating and adopting new and creative ideas, and putting them into practice • Encouraging diverse thinking to promote and nurture innovation
Nimble Learning	<p>Actively learn through experimentation when tackling new problems, using both successes and failures as learning fodder, by</p> <ul style="list-style-type: none"> • Learning as we go, when facing new situations • Experimenting to find new solutions • Taking on the challenge of unfamiliar tasks • Extracting lessons learned from failures and mistakes • Being flexible and responsive to changes in requirements • Identifying personal learning opportunities • Finding own solutions where possible
Collaborates	<p>Support others, building partnerships and working collaboratively with others to meet shared objectives, by</p> <ul style="list-style-type: none"> • Working co-operatively with others across MBIE, the public sector and external stakeholder groups to achieve shared objectives • Balancing competing interests and priorities appropriately and in line with MBIE's priorities • Identifying, engaging early and partnering with relevant stakeholders to get work done • Crediting others for their contributions and accomplishments • Gaining trust and support of others. • Addressing behaviours that do not align with our culture • Seeking and respecting the views and opinions of others • Providing timely and helpful information to others across the organisation
Customer Focus	<p>Build strong customer relationships and delivering customer-centric solutions, by</p> <ul style="list-style-type: none"> • Gaining insights into customer needs • Delivering quality, accurate, timely service and customer focussed solutions • Identifying opportunities that benefit the customer and will improve service delivery • Building and delivering solutions that meet customer expectations • Establishing and maintaining effective customer relationships • Pro-actively partnering in pursuit of shared goals. • Actively seeking and responding to customer feedback
Action Oriented	<p>Take on new opportunities and tough challenges with purpose, urgency and discipline, by</p>

	<ul style="list-style-type: none"> • Readily taking ownership and action on challenges, without unnecessary planning, and being accountable for the results • Identifying and seizing new opportunities • Displaying a can-do attitude in good and bad times, and celebrating success • Stepping up to manage tough situations and encouraging my colleagues to do the same
Decision Quality	<p>Make good and timely decisions that keep the organisation moving forward, by</p> <ul style="list-style-type: none"> • Making sound decisions, even in the absence of complete information • Relying on an appropriate mix of analysis, wisdom, experience and judgement to make valid and reliable decisions • Considering all relevant factors and using appropriate decision-making criteria and principles, taking calculated risks where required • Recognising when a quick 80% solution will suffice, and when it will not • Analysing information to make effective decisions in order to improve performance
Organisational commitment and public service	<p>Role models the standards of Integrity and Conduct for the State Services Contributes to the development of, and helps promote and builds commitment to MBIE's vision, mission, values and services, by</p> <ul style="list-style-type: none"> • Willingly undertaking any duty required within the context of the position • Managing own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents • Understanding Equal Employment Opportunities (EEO) principles and the application of these to MBIE • Complying with all legislative requirements and good employer obligations

Personal specifications

- Previous intermediate/senior experience working in a legal role
- Solid experience and knowledge of public and contract law principles including statutory interpretation
- The ability to reason robustly and persuasively and deliver successful outcomes in a demanding environment
- A strong client service attitude, with effective relationship management skills
- A practical, solutions-focussed approach
- An ability to communicate effectively, verbally and in writing, with a wide range of people both internal and external to MBIE
- An ability to lead and work pro-actively and co-operatively with clients, colleagues, and with staff of other organisations
- An ability to communicate clearly and concisely with people at all levels
- A willingness and ability to be responsible for particular client relationships
- Ability to lead assignments and cross organisation project work
- Awareness of, and sensitivity to, the cultural values of different ethnic groups generally, and the Tangata Whenua in particular
- Knowledge of the Treaty of Waitangi and its impact on MBIE's work
- An interest in the political decision-making process, and in particular in the Parliamentary legislative process
- LLB with good grades and admission to the Bar
- Approximately 5 – 7+ years PQE
- Must have the legal right to live and work in New Zealand