

**Position title:** Law Reform and Advocacy Advisor

**Department:** Policy, Courts and Government

**Reports to:** Law Reform and Advocacy Manager

**Location:** Wellington

### **About the Law Society**

The New Zealand Law Society Te Kāhui Ture o Aotearoa is the regulator of all lawyers practising in Aotearoa New Zealand and is the membership organisation for practising lawyers. With 13 branch offices throughout the country, the Law Society is the kaitiaki (guardian) of the practice of law in Aotearoa New Zealand and the consumers of legal services.

### **Position Purpose**

The Law Society has a statutory mandate to “assist and promote, for the purpose of upholding the rule of law and facilitating the administration of justice in New Zealand, the reform of the law” (Lawyers & Conveyancers Act 2006, s65(e)). This work is carried out in the public interest. The Law Society is a trusted advisor in this respect, with a long and effective history of promoting clear and effective law; respect for the rule of law and human rights; the effective administration of justice; and the advancement of issues affecting the profession.

The purpose the Law Reform and Advocacy team is to support and promote this statutory mandate, and to ensure the Law Society’s reputation as a credible, impartial and authoritative contributor to the development of New Zealand law is maintained and enhanced.

This role involves working with Law Society committees, Sections and the Law Society Professional Standards Department (with input from Law Society Branches and the profession) to develop and advocate for the Law Society’s views on proposed reforms. It also involves managing advocacy projects relating to proactive law or practice reforms, including engaging with stakeholders across the profession, judiciary, select committees and the government. Working as part of an in-house team, each Law Reform and Advocacy Advisor is responsible for leading and supporting several national specialist committees.

### **Key Internal Relationships**

- Communications and Engagement, Corporate services, Member services and Professional standards departments (Managers and teams)
- Managers of the Property Law, Family Law, and In-House Lawyers Sections
- Chief Executive’s department
- Member Services Coordinators

### **Key External Relationships**

- Law Society Law Reform Committee and 16 national specialist committees (volunteer lawyers)
- Branch committees
- Members of the legal profession
- Officials (e.g. Justice, Courts, Inland Revenue, MBIE, Corrections)
- Select committees
- Judiciary (including judicial committees and working groups)
- The courts and tribunals
- The Law Commission
- The Legislation Design & Advisory Committee
- Other legal representative bodies (including the New Zealand Bar Association, Auckland District Law Society, Criminal Bar Association, Defence Lawyers Association, Te Hunga Rōia Māori o Aotearoa (Māori Law Society) and the Pacific Lawyers Association)
- The public

#### **Accountabilities and Responsibilities**

| <b>Accountabilities/Responsibilities</b>   |
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| <p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work with other members of the Policy, Courts and Government department and Sections Managers to support advocacy and engagement on proposed law reforms, the administration of justice, rule of law and practice issues affecting the profession.</li> <li>• Recognise opportunities, through cross-department collaboration, for the Law Society to enhance its engagement with external stakeholders – ensuring approaches, messaging and priorities are consistent across the Law Society.</li> </ul>   |
| <p><b>Advocacy and engagement</b></p> <ul style="list-style-type: none"> <li>• Identify appropriate advocacy initiatives, working across the organisation to plan and implement them. Act as a trusted advisor, undertaking engagement and advocacy projects, to ensure the Law Society's reputation is maintained and enhanced.</li> <li>• Identify opportunities to increase visibility across the profession of the Law Society's advocacy initiatives and successes.</li> </ul>  |
| <p><b>Law reform and associated accountabilities</b></p> <ul style="list-style-type: none"> <li>• Work closely with committees to produce high quality and persuasive submissions. This involves leading and facilitating committee discussions; legal research; and drafting, editing, and finalising submissions, usually to tight deadlines.</li> <li>• Assist with internal review and signoff (quality control) of submissions.</li> <li>• Prepare material for select committee hearings, assist presenters to navigate the select committee process, prepare media releases and assist in the NZLS response to media enquiries.</li> <li>• Provide items/articles on law reform and advocacy work for the Law Society's publications.</li> <li>• Identify and monitor law reform initiatives of interest to the profession.</li> <li>• Deal with general inquiries from the profession and the public.</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Work with the Marketing and Communications Team to provide responses to media enquiries.</li> <li>• Cover the work of the team members as required due to absence.</li> </ul> |
| <b>Other duties</b> <ul style="list-style-type: none"> <li>• All other duties as reasonably required by your manager.</li> </ul>   |

### **Safety and Wellbeing**

The incumbent is responsible for:

- My own health and safety and that of my colleagues
- Reporting all incident and near misses

### **Qualifications, Skills, Knowledge and Experience**

To be effective in the position of **Law Reform and Advocacy Advisor** you will have the following qualifications, knowledge, and experience (or equivalent):

- A law degree and 3+ years PQE (in legal practice, in-house or public sector)
- Excellent people and relationship management skills and an ability to engage with diverse audiences
- Effective leadership of lawyer volunteers, facilitating collaborative committee processes, and managing and resolving any conflicts
- Exceptional communication skills, including a high standard of accuracy and clarity in written work (correspondence, emails, drafting and editing submissions)
- Strong analytical skills including the ability to quickly analyse and identify key issues on complex issues from multiple sources
- A good understanding of policy development and law-making
- Ability to work under time pressure and manage multiple projects, often with competing deadlines
- The ability to work constructively as part of a team
- A sense of humour and fun.