



Position title: Solicitor

Department: Professional Standards

Reports to: Chief Legal Counsel – Professional Standards

Location: Wellington/Auckland

About the Law Society

The New Zealand Law Society | Te Kāhui Ture o Aotearoa (Law Society) is the professional body for barristers and solicitors in New Zealand. The Law Society regulates all lawyers practising in New Zealand and is a membership organisation for lawyers. With 13 branch offices throughout the country, the Law Society is the Kaitiaki (guardian) of the practise of law in Aotearoa New Zealand and acts to protect the consumers of legal services.

Position Purpose

The purpose of the position of the Solicitor is to aid the General Manager Professional Standards in the execution by the Law Society in performing its statutory regulatory functions.

Delegations

- N/A

Key Internal Relationships

- General Manager Professional Standards
- Chief Legal Counsel – Professional Standards
- Practice Approval Committees
- Professional Standards employees
- Law Society Standards Committees
- Law Society Managers
- Other Law Society National and branch staff

Key External Relationships

- New Zealand legal community and public
- Legal Complaints Review Officer (LCRO)
- New Zealand Lawyers and Conveyancers Disciplinary Tribunal (Tribunal)
- Courts
- External counsel
- Ethics Committee

Accountabilities, Responsibilities and Performance Measures

Accountabilities/Responsibilities	Performance Measures
Accountabilities associated with Practice Approval Committees	<ul style="list-style-type: none">• Provides services and produces

<ul style="list-style-type: none"> • Provide executive, secretarial, legal and research services to the Practice Approval Committees and, if necessary, the Law Society Board, in relation to practice matters, including the moderation of committee meetings, and the preparation of minutes and draft committee decisions. 	<p>documentation to a high standard and in a timely manner.</p>
<p>Accountabilities associated with Proceedings</p> <ul style="list-style-type: none"> • Assist with matters to be heard before the New Zealand Lawyers and Conveyancers Disciplinary Tribunal or the Court if required by the General Manager Professional Standards, Chief Legal Counsel – Professional Standards and/or Prosecutions Manager. • Instruct and liaise with external counsel acting for the Law Society and/or Standards Committees or Practice Approval Committees and provide any assistance required inclusive of having an up to date understanding of the proceedings. • Keep accurate electronic records of any proceedings on which you are the point of contact. • Keep key stakeholders aware of progress in the proceedings through reports and/or presentations as required. • Seek instructions of stakeholders and assist with filing and/or preparing affidavits and memorandum as required. 	<ul style="list-style-type: none"> • Produces correspondence and documentation to a high standard and provides these in a timely manner.
<p>General Accountabilities</p> <ul style="list-style-type: none"> • Respond to telephone and written inquiries concerning regulatory and ethical matters from the profession and the public and follow up on these inquiries as required. • Prepare responses to requests from the Inspectorate and Registry teams, and the Lawyers Complaints Service for legal advice and/or guidance. • Draft papers for consideration by the Law Society Board in relation to regulatory issues and/or updates. • Participate in special projects across the Professional Standards Group that may arise from time to time as required by General Manager Professional Standards and/or Chief Legal Counsel – Professional Standards. • Contribute to the development of guidelines, policy and/or procedure manuals. • Assist the Chief Legal Counsel – Professional Standards in their dealings with external stakeholders. • Assist the Privacy Officer with responding to any requests made pursuant to the Privacy Act 2020, or any privacy breaches, as required. 	<ul style="list-style-type: none"> • Advice/guidance provided is clear and concise identifying options, risks, and potential outcomes. • Information gathered is relevant and allows robust, accurate and consistent analysis, enabling the relevant stakeholder to make an appropriate decision/s. • Works with the team in collaboration to achieve results. • Is able to present to external stakeholders on matters relating to regulatory processes.

<ul style="list-style-type: none"> Review and approve regulatory applications administered by the Registry team, including practising certificates and applications by lawyers to practise on own account. 	<ul style="list-style-type: none"> Demonstrates an understanding of other aspects of the Law Society business.
<p>Collaboration</p> <ul style="list-style-type: none"> Attend training sessions on legal issues, as organised by the Law Society. Provide training to Law Society staff. Be a member of working groups set up by managers to undertake projects connected to the operation of the wider Professional Standards Group. 	<ul style="list-style-type: none"> Constant growing awareness and understanding of issues related to Legal and Registry Services and the wider professional standards group, and knowledge sharing with the team. Builds trust through excellent communication with internal and external stakeholders. Actively contributes to team meetings; projects, working groups and other organisation activities. Actively contributes to business improvement initiatives.
<p>Offences</p> <ul style="list-style-type: none"> Assist and/or lead investigations into potential offences under the Lawyers and Conveyancers Act 2006. 	<ul style="list-style-type: none"> Achieved as required.
<p>Publications</p> <ul style="list-style-type: none"> Assist with the dissemination and publication of standards committee determinations, LCRO and Tribunal decisions, and Court judgments to the Professional Standards department, the legal community and the public. Identify and draft relevant practice briefings for the Law Society's website on regulatory matters. 	<ul style="list-style-type: none"> Achieved as required.
<p>Other duties</p> <ul style="list-style-type: none"> All other duties as reasonably required by your manager. 	<ul style="list-style-type: none"> Achieved as required.

Safety and Wellbeing

The incumbent is responsible for:

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

Qualifications, Skills, Knowledge and Experience

To be effective in the position of **Solicitor** you must have the following qualifications, knowledge, and experience:

- The position is suitable for a legal practitioner with a minimum of 3 years legal experience.
- Sound written and oral communication skills are essential. Written skills must include the ability to produce concise, well-structured, and well-reasoned material and to produce succinct summaries of complex and lengthy complaints. Oral skills must include the ability to communicate clearly with committee members (both collectively and individually) members of the profession and members of the public.
- Be prepared to perform under pressure. The Professional Standards Group is required to work to strict timetables, and an ability to meet deadlines and to plan, prioritise and structure workload is required.
- Be flexible in the work he or she is prepared to undertake.
- Good judgement and a high level of discretion.
- Sensitivity to the demands of legal practice is required when dealing with busy committee members. A professional supportive approach to members of the public is also necessary.
- Excellent computer literacy and skills.
- Ability to work as part of a team and independently when required.