**Position title:** Branch Manager (Wellington)

**Department:** Branches

**Reports to:** National Branch Manager

**Location:** Wellington

**About the Law Society**
The New Zealand Law Society | Te Kāhui Ture o Aotearoa is the professional body for barristers and solicitors in New Zealand. The Law Society regulates all lawyers practising in 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 practise of law in Aotearoa New Zealand and the consumers of legal services.

**Position Purpose**
To lead and manage the activities of the Wellington branch of the New Zealand Law Society for the benefit of local Law Society members and the wider Society.

A key part of the role is to develop and manage the promotion of the branch and to attract and retain members. The position may also contribute to Law Society national functions and projects.

**Delegations**

* Accountable for:
* Wellington branch staff (if applicable)

**Key Internal Relationships**

* Branch Members
* Branch Standards Committee Convenor/Members
* Branch Staff
* National Complaints Manager
* Chief Executive
* General Manager Member Services (Representative)
* Communications, Regulatory and Support departments, and staff
* Librarians and staff

**Key External Relationships**

* Local legal profession and Law Society members in the branch region
* Ministry of Justice Managers/Staff
* Professional Legal Studies providers
* University Law School Staff (as applicable)
* The public

**Accountabilities, Responsibilities and Performance Measures**

|  |  |
| --- | --- |
| **Accountabilities/Responsibilities** |  **Performance Measures** |
| **Branch Accountabilities**Lead and manage branch activities and events, in accordance with Law Society policies and procedures, including: * Providing secretarial support to the Branch Council President, other officers, and the Council, including organisation of council meetings, preparation of agendas, papers and advice, and delivery of minutes and other communications to officers and council members
* Financial management of branch activities and events
* Management of premises (if applicable)
* Communication with local members through the Law Society website and publications
* Actively organise and encourage participation in branch activities and events
* Develop professional working relationships on behalf of the branch, with practitioners, interest groups and communities of interest within the profession including large firms, the local bar, independent practitioners, in-house lawyers, and community law centers
* Assist with care and support of practitioners.
 | * Branch activities are executed and achieved
* The Branch team are performing to a high standard.
 |
| **National Accountabilities**Lead and manage the branch regulatory approval for practice obligations, in accordance with the Law Society’s policies and procedures, for: * Certificate of character applications for admission, and
* Practice on own account applications (Section 30)

Support the Law Society’s Lawyers Complaints Service, in accordance with the Law Society’s policies, practice notes and procedures, including: * Assistance to the staff responsible for the complaints and disciplinary functions at the branch
* Provide complaints brochures and forms on request to members of the public
* Provide reasonable assistance to persons to make complaints as required by the Act.
 | * National activities are executed and achieved.
 |
| **Developing and managing people**   * Effectively lead, develop, and manage staff and positively influence their progress towards successful results
* Effectively manage workloads to ensure they are equitable
* Ensure performance objectives, reviews and discussions are completed in line with policies and procedures for all direct reports
* Conduct regular team meetings to share information and update staff on new requirements and policies
* Support direct reports to achieve objectives, identify personal development opportunities, recognise areas of improvement and establish solution-based outcomes
* Ensure effective recruitment to attract the best person for the position and then ensure a complete and comprehensive induction takes place.
 | * Each team member understands clearly what is required of them and receives regular constructive feedback on progress
* Each team member understands their contribution to outputs
* Performance reviews are completed thoroughly and forwarded to Human Resources within specified timeframes
* Employees have a training and development plan that is carried out in conjunction with Human Resources
* Employee issues (including non-performance issues) are successfully addressed in a timely manner
* Leave liability is kept at a reasonable level
* Staff are fully informed on relevant information, and organisational policies and procedures are complied with.
 |
| **Other duties*** All other duties as reasonably required by your manager
 | * Achieved as required.
 |

**Safety and Wellbeing**
As a management position the incumbent is required to demonstrate leadership of all health and safety matters for their area of responsibility. This means ensuring that the Society complies with its obligations under the Health and Safety at Work Act 2015 and that staff are operating in an environment where health and safety hazards and risks are appropriately identified, eliminated and mitigated so far as is reasonably possible. Specific responsibilities for this role are:

* ensure that the health and safety resources and processes are in place and are being appropriately used.
* engage with staff and contractors to enable proactive participation in matters related to health and safety.

**Skills, Knowledge and Experience**

To be effective in the position of **Branch Manager (Wellington)** you must have the following knowledge and experience:

* Well-developed communication (oral and written) and relationship management skills and experience. Able to speak with confidence in public
* The ability to interact positively and maintain positive relationships with key relationship stakeholders
* The ability to encourage participation in branch activities.
* The ability to exercise good judgment across a wide range of policy and operational activities and functions
* Demonstrable leadership and management skills in a comparable role.
* A high level of computer literacy
* A flexibility and willingness to undertake a variety of work
* An understanding and appreciation of the legal profession and the services lawyers provide.