



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 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 practice of law in Aotearoa New Zealand and the consumers of legal services.

Position Purpose

One of the core statutory functions of the Law Society is to assist and promote law reform in New Zealand, for the purpose of upholding the rule of law and facilitating the administration of justice. To do this, the Law Society maintains relationships with government agencies and prepares submissions on policy and legislative proposals. The Law Society also pursues advocacy initiatives, often aimed at increasing access to justice. It achieves this with the assistance of its specialist committees, and the Family Law and Property Law Sections.

The purpose of the Law Reform and Advocacy team is to support and promote this work.

This involves working with Law Society's committees, Sections, and the Law Society Professional Standards Group 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.

Delegations

- N/A

Key Internal Relationships

- Communications and Engagement, Corporate services, Member Services and Professional Standards groups (Managers and teams)
- Managers of the Property Law, Family Law, and In-House Lawyers Sections
- Chief Executive's office
- 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, Responsibilities and Performance Measures

Accountabilities/Responsibilities	Performance Measures
<p>Collaboration</p> <ul style="list-style-type: none"> • Work with other members of the Policy, Courts and Government Group 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. • 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. 	<ul style="list-style-type: none"> • Opportunities are recognised and acted on to enhance advocacy and engagement with stakeholders.
<p>Advocacy and engagement</p> <ul style="list-style-type: none"> • Engagement with stakeholders, and advocacy (influence & persuasion) on law and legal practice reforms. • Act as a trusted advisor undertaking engagement and advocacy projects, to ensure the Law Society’s reputation is maintained and enhanced. 	<ul style="list-style-type: none"> • Relationships are developed that deliver positive outcomes for the Law Society and the profession • Advocacy projects/initiatives are developed and implemented on time

<p>Law reform and associated accountabilities</p> <ul style="list-style-type: none"> • Work closely with committees to produce high quality and persuasive submissions. Leading and facilitating committee discussions; legal research; drafting, editing, and finalising submissions. • Assist with internal review and signoff (quality control) of submissions. • Prepare material for select committee hearings, assist presenters to navigate the select committee process, prepare any necessary media material. • Provide items/articles on law reform and advocacy work for the Law Society's publications. • Identify and monitor law reform initiatives of interest to the profession. • Deal with general inquiries from the profession and the public. • Work with the Marketing and Communications Team to provide responses to media enquiries. • Cover the work of the Law Reform and Advocacy Manager in their absence. 	<ul style="list-style-type: none"> • Submissions are drafted to a high standard and finalised on time • NZLS representatives are supported to engage successfully with select committees and the media • Law reform and advocacy news items/articles are developed for NZLS publication.
<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.
<p>Health and safety</p> <ul style="list-style-type: none"> • Comply with health and safety procedures. • Take all practicable steps to ensure your own health and safety and that of colleagues. • Report all incidents 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:

- A law degree and preferably 4+ years PQE (in legal practice, inhouse or public sector).
- Excellent people and relationship management skills and an ability to engage with diverse audiences

- Effective leadership skills, experience facilitating collaboration, and managing and resolving 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
- An 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.