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

**Department:** External Relations

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

**Location:** Wellington (unless otherwise agreed)

**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**

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)), on behalf of the legal profession (s66) and in the public interest. The Law Society is a well-established commentator on: reform proposals in all areas of the law; the administration of justice (operation of the courts, access to justice etc); the rule of law; and practice issues affecting the profession.

The purpose of the Law Reform and Advocacy team is to support and promote the Law Society's statutory mandate in relation to law reform, the administration of justice and the rule of law, on behalf of the legal profession and in the public interest, 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 involves working with Law Society committees, Sections and the Law Society Professional Standards Department (with input from Law Society Branches and the profession) to finalise 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 departments (Managers and teams)
* Managers of the Property Law, Family Law, and In-House Lawyers Sections
* Chief Executive’s department, including Principal Advisor
* 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**

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| **Accountabilities/Responsibilities** |  **Performance Measures** |
| **Collaboration** * Work with other members of the External Relations 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.
* 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.
 | * Opportunities are recognised and acted on to enhance advocacy and engagement with stakeholders.
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| **Advocacy and engagement*** Engagement with stakeholders, and advocacy (influence & persuasion) re 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.
 | * Relationships are developed that deliver positive outcomes for the Law Society and the profession
* Advocacy projects/initiatives are developed and implemented on time
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| **Law reform and associated accountabilities*** 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.
* 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 media releases and assist in the NZLS response to media enquiries.
* 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 Communications and Engagement Team to provide responses to media enquiries.
* Cover the work of the Law Reform and Advocacy Manager in their absence.
 | * 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.
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| **Other duties*** All other duties as reasonably required by your manager.
 | * Achieved as required.
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**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 must have the following qualifications, knowledge, and experience:

A law degree and 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 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.

November 2020