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

**Department:** External Relations

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

**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**
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 Society’s in-house 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.

To support this, the Senior Advisor is responsible for: leading and supporting several national specialist committees; mentoring and assisting Advisors in the in-house team; coordinating and leading law reform and advocacy projects in collaboration with the Manager Law Reform and Advocacy; and working closely with the Manager on all aspects of the Law Society’s law reform and advocacy work.

**Delegations**

* N/A

**Key Internal Relationships**

* Manager, Law Reform and Advocacy
* Law Reform and Advocacy Advisors
* 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

**Key External Relationships**

* New Zealand Law Society Law Reform Committee (LRC) and 16 national specialist committees (volunteer lawyers), PLS and FLS law reform contributors
* 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 Inc., Criminal Bar Association, Defence Lawyers Association, Te Hunga Rōia Māori o Aotearoa (Māori Law Society) and Pacific Lawyers Association)
* The public

**Accountabilities, Responsibilities and Performance Measures**

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| **Accountabilities/Responsibilities** |  **Performance Measures** |
| **Law reform*** 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 Law Society's response to media enquiries.
* Identify reform issues/submissions that require communications coverage and assist in finalising content for Law Society communications channels.
* Identify and monitor law reform initiatives of interest to the profession.
* Assist the in-house team and Communications & Engagement team to provide responses to media enquiries.
* Deal with general inquiries from the profession and the public.
 | * Submissions are drafted to a high standard and finalised on time
* Law Society representatives are supported to engage successfully with select committees and the media
* Law reform news items are developed for publication as needed
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| **Advocacy and engagement*** Support the in-house team’s stakeholder engagement and advocacy 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.
* Identify advocacy issues that require communications coverage and assist in finalising content for Law Society communications channels.
 | * Relationships are developed that deliver positive outcomes for the Law Society and the profession – reflected in feedback from stakeholders
* Advocacy projects/initiatives are developed and implemented on time
* News items on advocacy projects/initiatives are prepared for publication as needed
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| **In-house team support and mentoring*** Guide and support Advisors in the in-house team in all aspects of their work.
* Assist the Manager Law Reform and Advocacy in providing guidance materials/quality standards and training for the in-house team and contributors (LRC, specialist committees, Sections).
* Cover the work of the Manager Law Reform and Advocacy in their absence.
 | * The in-house team is recognised as a source of expertise and excellence (productivity, high standards, collegiality) in law reform and advocacy
* High quality submissions and advocacy maintain and enhance the Law Society’s reputation as a credible, impartial and authoritative contributor to the development of New Zealand law
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| **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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| **Other duties*** All other duties as reasonably required by your manager.
 | * Achieved as required.
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**Safety and Wellbeing**
The Senior Advisor, Law Reform and Advocacy is responsible for:

* His/her own health and safety and that of colleagues
* Reporting all incident and near misses

**Qualifications, Skills, Knowledge and Experience**

To be effective in the position of **Senior Advisor, Law Reform and Advocacy** you must have the following qualifications, knowledge, and experience:

A law degree and 5+ years PQE (in legal practice, inhouse or public sector).

* Familiarity with the machinery of government, policy development and law-making, and constitutional norms
* Good understanding of the legal profession, legal practice and justice system stakeholders
* Good understanding of the criminal and civil justice systems (operation of the courts, and inter-relationship with justice sector agencies)
* Ability and confidence to mentor and support Advisors in an in-house legal team
* Effective leadership of lawyer volunteers, facilitating collaborative committee processes, and managing and resolving any conflicts
* Excellent people and relationship management skills and an ability to engage with diverse audiences
* 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
* Ability to work under time pressure and lead a team handling multiple projects, often with competing deadlines
* A sense of humour.

January 2021