

Position details	
Position Title	Principal Solicitor
Manager's Title	Chief Legal Adviser
Manager Once Removed	Deputy Director General; Corporate Services
Unit/Group	Legal Services/Corporate Services
Position Number and Location	100/2010 and 100/2020 Dunedin/Christchurch/Nelson/Wellington/Rotorua/Hamilton
Tier	Tier 4
Date	May 2021
Line/Service/Support	Support

Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko I te Karauna I runga I āna hononga ki a ngāi Māori I raro I te Tiriti o Waitangi. Ka tautoko mātou I te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui I roto I ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Te Kaupapa a Te Papa Atawhai

At Te Papa Atawhai, we express our spirit of service and serve Aotearoa through our purpose, *Papatūānuku Thrives*. This organisational strategy, Te Kaupapa a Te Papa Atawhai, puts nature and people at the heart of everything we do. Te Kaupapa is anchored by te reo Māori and te ao Māori, recognising that Te Tiriti o Waitangi and our relationship with our whānau, hapū and iwi are central to all our work.

Role context

Legal Services is a business unit within the Corporate Services Group. We provide quality legal services to enable the Department to achieve its Vision, Priorities, Intermediate Outcomes and Stretch Goals.

Role purpose

To provide strategic legal advice and input at a senior level to support conservation.

Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.



Accountability areas	Activities
Strategic Legal Advice	<p>Support the Chief Legal Adviser in providing strategic legal advice to the Senior Leadership Team, specialist teams and other key internal stakeholders</p> <p>Identify potential legal issues, risks, trends, and opportunities, advise managers, and recommend mitigation strategies, provide options and best solutions</p> <p>Prepare advice to assist senior leader discussion about strategic direction and plan delivery</p> <p>Engage in policy development process and participate in intra/inter departmental working groups where required</p> <p>Prepare and review drafts, documents and material prepared by colleagues and provide strategic legal advice on complex matters and matters of significant public interest or precedent value</p> <p>Contribute within your area of specialty to deliver results that are integrated well into the whole of the Department's business</p>
Legislation	<p>Advise on drafting instructions and ensure that they clearly set out desired policy outcomes and any commitments provided for elsewhere</p> <p>Work closely with the Parliamentary Counsel Office to support the passage of legislation</p> <p>Ensure that advice to select committees is in accordance with government directions and Minister's instructions</p> <p>Anticipate likely issues and develop appropriate strategies and solutions</p> <p>Lead the debrief on any legislative initiatives to ensure that information and learnings are shared with others</p> <p>Monitor legislative initiatives affecting Department's interests to enhance critical thinking</p>
Litigation	<p>Advise on litigation strategy; identify key risks and possible implications and trends of litigation for the Department and Crown</p> <p>Support the Chief Legal Adviser to keep the Minister, DG and other relevant managers informed of progress of litigation</p> <p>Lead debriefs of litigation etc at conclusion of case/process and ensure that information and learnings are shared with others</p> <p>Scan the external environment for case law, information, trends, best practices, and innovation</p>
Leadership	<p>Lead projects which require strategic legal input as required</p> <p>Coach, mentor and support DOC staff and others to lift capability and enhance overall effectiveness of legal advice</p> <p>Lead engagement with agencies and stakeholders on complex and sensitive issues</p> <p>Provide intellectual leadership by bringing ideas and knowledge to discussions</p>

Accountability areas	Activities
Process and Quality	<p>Support Chief Legal Adviser and managers to proactively establish, maintain and monitor effective quality assurance mechanisms within designated areas of expertise, skill, or knowledge</p> <p>Support practice development and innovative delivery approaches across Legal Services</p> <p>Actively contribute to future planning for Legal Services</p>
Safety and Wellbeing	<p>Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis</p> <p>Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Take into account conditions that affect own and others' health and safety</p> <p>Take a proactive approach to managing your own and others' wellbeing</p>
Whānau, hapū, iwi	<p>Maintain close knowledge of whānau, hapū and iwi where you work ("at place")</p> <p>Engage in strong productive relationships in partnership with whānau, hapū and iwi to align conservation goals with the principles of the Treaty of Waitangi</p> <p>Ensure statutory obligations arising from section 4 of the Conservation Act and from Treaty settlements are met</p> <p>Demonstrate cultural capability and ensure leader led behaviour through the use and promotion of te reo and tikanga</p>
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Use team process effectively</p> <p>Behave in a way that aligns with DOC's kaupapa</p> <p>Abide by DOC's standard operating procedures</p> <p>Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams</p> <p>Work alongside your peers and Director to support an engaged Unit</p> <p>Behave in accordance with the Standards of Integrity and Conduct</p>
Stakeholder/Customer Engagement	<p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Lead the representation and co-ordination of cross-agency initiatives within own area of responsibility</p> <p>Work with other Business Groups and Units to ensure a consistent and collaborative approach to stakeholder engagement</p>

Accountability areas	Activities
Management and Delivery	Manage work effectively by: <ul style="list-style-type: none"> • Planning, monitoring, and reporting on work • Managing resources and processes effectively

Capabilities

Leading strategically: Embeds, implements and engages others in the unit or region's vision and strategy; and thinks and acts strategically

Leading with influence: Communicates clearly and with impact, and inspires, motivates and influences others

Enhancing organisational performance: Drives system and process improvements and supports innovation within the team

Enhancing system performance: Builds strong relationships across DOC and builds key relationships and makes connections with external stakeholders and partners to achieve conservation outcomes
Builds effective relationships with local whānau, hapū and iwi and/or contributes to DOC's wider relationship with Māori

Leading at the political interface: Supports resolution of political issues and demonstrates political savvy

Managing work priorities: Plans, prioritises and organises work to deliver on short and long-term objectives

Demonstrating understanding of the Treaty of Waitangi: Demonstrates an understanding of the implications of the Treaty on today's society and conservation

Demonstrating understanding of Māori Tikanga and protocols: Demonstrates comfort engaging and working in partnership with iwi and tangata whenua

Exercising judgement: Displays judgement in applying knowledge of the situation and relevant context to make sound and unbiased decisions

Honesty and courage: Displays integrity, courage, and decisiveness

Resilience: Displays composure and a sense of perspective when the going gets tough; adopts habits to maintain personal balance and wellbeing

Curiosity: Displays openness to different perspectives

Engaging others: Connects with others, builds trust and listens

Self-awareness and agility: Displays self-awareness, is development focused, reflects on and adapts approach in changing circumstances

Achieving ambitious goals: Is accountable and committed to achieving ambitious outcomes

Specialist skills and experience

- LLB or higher and hold a NZ practising certificate
- At least 10 years post admission legal experience
- Extensive expertise in areas of law in which the Department operates
- Strategic thinker, able to perform effectively in circumstances of complexity and ambiguity



- Extensive knowledge and experience in working with legislation, negotiating outcomes, policies, processes and practices
- Sound analytical, advisory or technical background
- Excellent written communication skills and experience preparing advice, draft legislative provisions, Ministerial briefings and public sector reports
- Comfortable engaging and working in partnership with iwi and tangata whenua and demonstrates an understanding of the implications of the Treaty of Waitangi on today's society and conservation
- Experience providing legal expertise to lead and collaborate in multi-disciplinary teams
- Sound knowledge of the machinery of government, executive and legislative processes (including policy development, passage of legislation and cabinet deliberation) and the NZ Parliamentary system
- Experience in legislative development and litigation

Relationships

External

- Other Government Departments
- Whānau, hapū and iwi

Internal

- Peers and colleagues
- Chief Legal Advisor and Managers of Legal Services
- Policy Group
- Operations Group
- Kahui Kaupapa Atawhai Group
- Senior Managers

Authorities

You are required to comply with the standard operating procedures of DOC. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

APPROVED:

Name:

Date:
