

Job Description



My Position

Position:	Senior Legal Advisor
Section:	Legal Services
Group:	Council Operations
Responsible to:	General Counsel
Job Purpose:	<ul style="list-style-type: none">• Provide legal advice and support across a diverse and interesting range of law including local government law, environmental and resource management (including planning, building, and development), public and administrative law, dispute resolution and litigation, commercial, contract and procurement matters, property law, and a range of other areas that fall within Council's statutory functions and duties.• To assist with the identification, management and reporting of legal risk and litigation management across all areas of the Council's business.• To assist with management of the LGOIMA, Complaints and Ombudsman inquiry processes on behalf of Council.• Work closely with the General Counsel and external legal providers to manage the provision of legal services and assist with the identification and management of legal risk across all areas of the Council's business.• Provide or facilitate training and guidance for Council staff on relevant areas of law.• To be a trusted and influential source for legal advice and expertise.

Our Council

Our District Vision:	Thriving and resilient Tasman communities <i>Te Manawaroatanga o Te Tai o Aorere kai tupu, kia rea</i>
Our Purpose:	Delivering Public Value

Our Values

We support our Vision and Mission through living our values.

Auaha – Innovation

- We use innovative ideas to improve our performance, find solutions and add value to our communities and the environment
- We deliver a quality innovative and timely service
- We take opportunities to learn and grow
- We show initiative and flexibility to respond to our communities' needs
- We seek diversity of views and challenge the status quo

Kawenga – Responsibility

Manaakitanga – Caring / Sharing

- Our interactions with Iwi and others are guided by helpfulness and respect
- We care for and develop our people, and are supportive and encouraging of others
- We care about each other and actively engage in what we do
- We communicate in a way that shows we are approachable and care about others needs

Whanaungatanga – Relationships

- We act professionally, showing respect, honesty, integrity, reliability and empathy
- We take personal responsibility for our actions, decisions and performance
- We choose to bring the right attitude to our work
- We promote a safe work environment that puts the wellbeing and safety of our people first
- We actively seek to collaborate with colleagues, lwi and others in the work we do
- We work together to achieve the best overall result, outcome, or decision
- We communicate clearly and tell stories to enable understanding and shared meaning
- We embrace diversity and the opportunity to share our ideas and learn from others

My Group

Role of the Council Operations Group

The Council Operations Group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: governance, enterprise risk and procurement advice, legal services, communications and change management, programme and project management, people management, health, safety and wellbeing.

The Group acts as a 'centre of excellence' for cross-council functions and priorities. As second in command to the CEO the Chief Operating Officer supports the CEO's priorities and obligations to ensure the timely implementation of Council's plans a the reflect Council's policies; providing efficient and effective strategic support and leadership to Council's business operations; and to fulfil the CEO's due diligence responsibilities as an 'officer'.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
<p>Legal Advice</p> <ul style="list-style-type: none"> • Provide legal advice and support on all aspects of local authority functions, general legal matters and legislation (including but not limited to LGOIMA requests and complaints). • Provide advice to the Leadership Team on Council's statutory obligations, in particular where aware of any procedures or activities which could result in the risk of financial loss or breaches of legislative requirements. • Initiate and respond to legal action (as assigned) and determine the best method of mitigating disputes/claims and managing legal risk. • Manage the commissioning of external legal advice, and where appropriate, working alongside external legal providers to minimise Council's legal risk and costs and improve the transfer of corporate knowledge. • Research and analyse relevant legal matters and monitoring changes in legislation, court decisions, parliamentary bills, Regulations, etc as required. • Provide or facilitate staff training, guidance and information on Council's statutory obligations as required. • Provide support and advice to Council staff on the preparation and/or review and/or negotiation of contracts and other relevant legal documents. • Assist with contract reviews and support strong contractual management. 	<p>Legal Advice</p> <ul style="list-style-type: none"> • Clear, concise, pragmatic legal advice and support is evident and provided in a timely and appropriate way • A high level of senior management and staff satisfaction with advice and support given is evident. • Great relationships with staff, external legal providers, and other stakeholders are evident and maintained, and external providers are clear on their performance expectations. • Reporting on the status of all legal issues is accurate, robust and regularly provided. • All documents are prepared to appropriate standard. • Legal work is effectively managed and prioritised in line with Council's priorities. • Research and analysis is evident, completed as required and meets the needs of the requester. • Regular reviews and improvements to legal processes and systems are evident. • Staff training and information updates are evident and regularly provided. • Effective use of LawVu is evident and adds value to the team's levels of service delivery.

<ul style="list-style-type: none"> • Monitor changes in legislation and court decisions and provide staff training / information updates as required. • Contribute to the effective application of Council's online legal matters management platform throughout the Council and champion its use. • Continuously look for opportunities to improve Council processes and systems to identify and manage legal risk. 	
<p>Customer Service</p> <ul style="list-style-type: none"> • Support Council officers and elected members in a manner which is helpful, friendly and enables the officer or elected member to receive the correct advice. • Develop partnerships within the organisation to meet customer needs. 	<p>Customer Service</p> <ul style="list-style-type: none"> • Queries/requests are followed through in a manner that ensures closure • There is evidence of understanding of the needs of the Officer. • Effective working relationships are evident and maintained with key stakeholders.
<p>General Advice</p> <ul style="list-style-type: none"> • Assist the General Counsel as required in particular with reporting obligations. • Assist in developing ongoing staff training programmes with the objective of raising the awareness of legal related issues for staff in their day to day operations. • Participate in Corporate projects as required. 	<p>General Advice</p> <ul style="list-style-type: none"> • Assistance to the General Counsel is evident. • Staff are regularly updated on relevant legislative changes and legislation generally. • Contribution to Corporate projects is evident and adds value.

My Contribution

<p>Accountability</p> <ul style="list-style-type: none"> • I take responsibility for my performance, decisions and actions and how these impact on others. • I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. • I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. • I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
<p>Customer Focus</p> <ul style="list-style-type: none"> • I focus on the needs of our customers and provide all of them with outstanding service. • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.
<p>Relationship Building</p> <ul style="list-style-type: none"> • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and am supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.
<p>Resilience & Adaptability</p> <ul style="list-style-type: none"> • I support new ways of working and am able to be flexible and calm when facing change or difficult situations. • I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
<p>Motivation & Drive</p> <ul style="list-style-type: none"> • I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
<p>Collaboration & Inclusion</p> <ul style="list-style-type: none"> • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
<p>Civil Defence Emergency Management</p> <ul style="list-style-type: none"> • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.

Working within te ao Māori

- I have a sound understanding of the Council's Te Tiriti o Waitangi obligations.
- I contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Iwi.

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- Bachelor of Laws (LLB) or higher.
- Hold a current practising certificate or is eligible to apply for one.
- At least eight years' post qualification experience.
- Demonstrated experience working in one or more of the following areas: resource management, local government, public and administrative law, commercial, litigation, and property.
- Demonstrated experience in staff leadership, supervision and development.
- Project management experience is desirable.

My Personal Attributes:

- Exceptional ability to solve problems and learn new skills/areas of law.
- Excellent analytical, written and verbal communication skills and the ability to communicate legal information clearly and concisely.
- Excellent interpersonal / relationship management skills and an ability to get on with colleagues at all levels, external lawyers, and other stakeholders
- Ability to apply initiative and good judgement and appropriately prioritise matters and work effectively under pressure and tight deadlines.
- A good knowledge and understanding of Te Tiriti o Waitangi and Tikanga Māori.
- Ability to work independently and as part of a team.
- Excellent consultation, collaboration and negotiation skills.
- Attitude of ongoing improvement and a positive life focus.
- A proactive commitment to quality customer service and look for opportunities to continuously improve the delivery of legal services.
- Ability to provide sound, comprehensive and timely advice on the legal issues involved in local government.
- Ability to look beyond the immediate legal issues presented to understand the wider implications, legal and otherwise.

My Agreement

My Name:

My Signature:

Date: