

## Legal Counsel

Provides and/or facilitates sound legal advice across all areas of Council business.

### Our Organisational Tikanga

#### **Whanaungatanga**

*(fostering relationships and a sense of connection)*

- We build on relationships established through shared experiences and working together.
- We get to know each other and take time to greet each other.
- We create opportunities to build relationships and share knowledge with a diverse range of people.
- We value the people around us and their unique contribution to the organisation.

#### **Manaakitanga**

*(showing respect and care for others, hospitality, kindness and support)*

- We lift the mana (prestige) of all involved.
- We are part of the community and care about outcomes for external and internal customers.
- Our interactions with customers will respect and support their needs.

#### **Kotahitanga**

*(unity, solidarity, togetherness and collective action)*

- We have one shared direction and we all work together towards achieving it.
- We will stop doing anything that strays us from the agreed path to success.
- Our processes lead us to unified outcomes for our customers.
- We speak as one voice.

#### **Atawhaitanga**

*(protection, stewardship, trust and a responsibility for long term outcomes)*

- We deliver our responsibilities in the management and sustainability of our District in a trustworthy way.

We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

### Our expectations

As part of the Whangarei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council).

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Legal Counsel that's your primary task at Whangarei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

## What you will do

- Provide legal advice and services to Council, escalating or seeking external specialist expertise where appropriate.
- Assist Council with document execution.
- Provide sound legal advice from appropriate legislation to the Strategic Leadership and Operational Management Team members, and other staff as required, relating to their area of responsibility.
- Keep managers up to date and informed of legislative changes relating to their areas of responsibility.
- Provide advice to ensure Council complies with relevant Local Government legislation.
- Manage the legal function relating to your areas of focus to ensure requests for legal advice are responded to in a timely and competent manner.
- This is one of two roles, and one will be assigned the role of Council Secretary.
- Develop and maintain effective working relationships with external counsel.
- Work with the other legal counsel across the full legal work programme to assist in managing fluctuating workloads as necessary.
- Work across all aspects of law. Areas of focus may include:
  - Local Government Law
  - Commercial law (including contracts and procurement)
  - Public Law
  - Regulatory and Enforcement
  - Claims and litigation (management relating to areas of focus)
  - Delegated authority to act as Privacy Officer
  - Property law (including leases and licences)
  - Building and construction law
  - Delegated authority to act as Council Secretary
  - Legal advice on governance matters including Elected Member Code of Conduct, Council Resolutions, Policy Development
  - Legal advice and support of the LGOIMA process

## What we all do

- Demonstrate a commitment to cultural awareness in all aspects of work and development.
- Demonstrate a commitment to Council's Diversity policy in all aspects of work and development.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required

## Customer service

- Demonstrate a "customer first" culture within the team, department and in the wider organisation.
- Act as a Customer Advocate in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Contribute to the development of customer focused policies and procedures.

## Health and safety

- Ensure you and your team members accurately and promptly report all accidents, incidents and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

## What you will bring

- LLB qualification with current practising certificate.
- Strong written and oral communication (including readability).
- Knowledge of Local Government legislation and other relevant legislation.
- Sound understanding of local government systems and processes.
- Ability to provide advice around legal risk identifying options that are both innovative and practical.
- Experience in mediation and dispute resolution.
- Ability to operate effectively with a high level of diplomacy.

- Ability to communicate complex information with a varied and broad range of stakeholders.
- Ability to work independently and manage both technical and administrative requirements of the role.
- Strong system skills, and ability and willingness to learn and adapt to new technologies.
- Ability to work and meet deadlines in a dynamic and changing environment.
- Ability to influence others through development of strong working relationships and provision of clear well thought out advice.
- Demonstrated ability to work within a team environment.

## Additional Information

**Financial responsibilities** – Nil

**Position Grade** – Grade 16

**Organisation Chart** – see below

