



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Chief Legal Advisor

Legal, Strategy and Governance

The Chief Legal Advisor is accountable for the successful leadership of the Department's legal team, ensuring the Chief Executive and the Executive Leadership team has access to the full range of high quality strategic legal advice necessary to ensure it meets the expectations of Ministers.

The Chief Legal Advisor is also the Department's designated Privacy Officer and is required to monitor the Department's compliance with the Privacy Act.

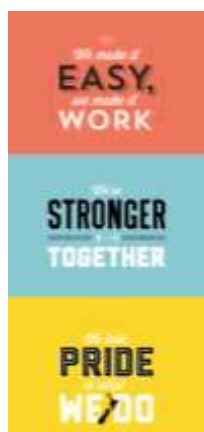
- **Reporting to:** Deputy Chief Executive
- **Location:** Wellington
- **Salary range:** \$143,665 to \$194,370

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Strategy Development, Implementation and Advice</p> <ul style="list-style-type: none">• Provide thought leadership and strategic legal advice to the Chief Executive (CE) and Executive leadership team (ELT)• Lead the development of appropriate legal policies and practices to manage the legal obligations and legal risks of the Department• Ensure the development and implementation of legal and risk management strategies for the Department to ensure it has access to the full range of legal advice• Provide robust processes for the instructing of Crown and other solicitors to conduct legal business on behalf of the Department, in accordance with Cabinet directions and in the most cost effective way for the Department• Develop and implement strategies to promote and enhance the capabilities of managers across the Department, ensuring an up-to-date understanding of legal issues, risks and obligations through advice, communication and training• Provide the department with robust and timely advice in relation to business improvement processes• Contribute to the ability of the Strategy & Governance Branch to identify the need and lead the development of enabling strategies, frameworks and Departmental processes to ensure the department is able to achieve its priorities and strategies	<ul style="list-style-type: none">• The CE and ELT receives, insight, critical intelligence and advice on legal matters• Legal is valued as a trusted advisor and delivers cohesive advice to the business

What you will do to contribute	As a result we will see
<p>Leadership</p> <ul style="list-style-type: none"> Actively contribute to the development of Strategy and Governance strategy, collective management of branch resources and budget, and ensure the Legal Services business unit works effectively with all branch business units. Set a clear direction for the Legal Services business unit and lead all staff in a manner that creates a culture and environment which is customer focussed, proactive and consistent with the values of the Department, inspiring staff to deliver high level performance. Lead and build a high performing legal practice, and strategic approach for identifying and developing services that meet the needs of the Department. Provide strategic leadership and advice in relation to external legal spend that supports the effective allocations of legal spend from a whole-of-Department perspective. Provides strategic and thought leadership within the Branch to grow and build the level of understanding of legal issues, risks and obligations by seeking continuous improvement. Provide all of Department leadership, encourage collaboration and maintain a strategic focus on the organisational performance of the Department. Demonstrate leadership support for all Departmental initiatives and organisational development activities, modelling expected behaviours to managers and staff to create a desired workplace culture. Respond to time-limited functions that are of significance to the Department both in terms of effectively managing organisational risk and performance 	<ul style="list-style-type: none"> Contribution of intellectual leadership to the S&G Branch as a member of the S&G Leadership Team Evidence of organisational and sector leadership, including collaboration with senior leaders across DIA and the sector on cross-functional initiatives Best practice engagement approaches and behaviours are role modelled Legal strategies are in alignment with the Department’s strategic priorities and objectives Steps have been taken to mitigate risk areas within the Legal group

What you will do to contribute	As a result we will see
<p>Stakeholder Management</p> <ul style="list-style-type: none"> • Establish, build and maintain highly effective and value add relationships with internal and external stakeholders including relationships at the executive levels across the Department • Work collaboratively to ensure coordination and consistency with other functional leadership roles and central agencies • Develop informal networks across agencies and leverage relationship management capability to promote and achieve commitment to S&G’s strategic objectives • Facilitate and encourage information-sharing with other government agencies around good practice for legal and risk management strategies • Develop and maintain effective working relationships with the legal advisors in other government agencies and external providers, and explore opportunities to share or pool some aspects of legal resources. • Represent the branch, the Department and the Minister(s) at critical, high level and potentially sensitive meetings; including Cabinet Committee and Select Committee meetings. 	<ul style="list-style-type: none"> • The Chief Legal Advisor is recognised as a trusted advisor • All advice and content developed incorporates input from relevant areas of the Department and reflects the outcomes of consultation processes with key stakeholders and communities • The Chief Legal Advisor successfully represents the Branch and Department.
<p>Privacy</p> <ul style="list-style-type: none"> • Encourage compliance with the Information Privacy Principles and the Privacy Act 1993. • Provide advice to the Senior Leadership Team about any risks to the Department’s ability to protect and manage the personal information it holds. • In conjunction with the Principal Advisor Privacy, lead and lift the Department’s capability in relation to privacy requirements. • Work with the Office of the Privacy Commissioner in relation to any investigations the Privacy Commissioner may be undertaking. • Collaborate with the Government Chief Privacy Officer. 	<ul style="list-style-type: none"> • An increase in awareness across the Department about effective management of personal information. • All advice on privacy related issues is recognised as high quality by the Department.

What you will do to contribute	As a result we will see
<p>People Leadership & Management</p> <ul style="list-style-type: none"> • Demonstrate leadership support for all Departmental initiatives and organisational development activities, modelling expected behaviours to managers and staff to create a desired workplace culture • Recruit, lead and manage people in line with HR guidelines and the Senior Leader profile of the DIA Capability Framework • Provide support and coaching to direct reports in relation to people leadership and management • Ensure the Relationship Management group recruits, develops, supports and retains high performing staff • Manage the performance and development of staff in accordance with DIA processes and the needs and priorities of the Relationship Management Group • Undertake regular DIA culture and engagement activities with the Relationship Management group 	<ul style="list-style-type: none"> • Behaviour as a senior leader in line with the DIA Capability Framework • Leadership and management of people within the Relationship Management group meets DIA expectations • High performing and high potential staff are effectively recruited, developed, supported and retained • The performance and development of all staff within the group is appropriately planned and managed in accordance with DIA processes and business needs • Engagement action plans are developed and completed • Regular culture and engagement activities are undertaken
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans <p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Inform, train and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • All requirements of DIA's Health and Safety policy and procedures are met.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Executive & Executive Leadership Team	✓	✓	✓	✓	✓	✓
	Deputy Chief Executive Strategy and Governance	✓	✓	✓	✓	✓	✓
	Strategy and Governance Management Team	✓	✓	✓	✓	✓	✓
	Legal Services Team	✓	✓	✓	✓	✓	✓

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Shared Services Branch & Internal Clients	✓	✓	✓	✓		✓
External	Crown Law Office/ Crown Solicitors & Legal Advisors within Government	✓	✓	✓	✓		✓
	Private Solicitors	✓	✓	✓	✓		✓
	Statutory bodies and other agencies associated with the Department	✓	✓	✓	✓		✓
	Ministers	✓	✓	✓	✓		✓
	Parliamentary Counsel	✓	✓	✓	✓		
	Central Government Agencies	✓	✓	✓	✓		✓
	Key Stakeholders of the Department	✓	✓	✓	✓		✓

Your delegations as a manager	
Human Resources and financial delegations	Level C
Direct reports	2 Direct Reports (11 staff in total)

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Senior Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Adaptive leadership Driving innovation and transformation Strategic agility Political savvy Empowering people for success Inspiring others through vision and purpose 	<p>Experience:</p> <ul style="list-style-type: none"> A proven history of achieving excellence in providing intellectual stimulus, challenge and facilitation in developing innovative, organisation-wide legal and risk management strategy and its successful implementation Proven experience advising on strategic issues and litigation matters Experience in working in large and complex public service organisations Experience in leading and managing high performing teams <p>Knowledge:</p> <ul style="list-style-type: none"> Demonstrated knowledge of legal principles, New Zealand statutes and relevant local and international case law Demonstrated understanding of international standards and best practice for legal and risk management strategies Demonstrated knowledge of constitutional

Your success profile for this role	What you will bring specifically
	<p>practice, Parliamentary procedure and legislative development and interpretation</p> <ul style="list-style-type: none">• Understanding of the political process and the role and place of public service agencies and a commitment to the overall goals and objectives of the New Zealand public services, including partnership with Māori in the context of the Treaty of Waitangi <p>Skills:</p> <ul style="list-style-type: none">• Demonstrated sound judgement in dealing with complex, sensitive or ambiguous issues, along with Proven analytical and opinion-writing ability• Pragmatic, solution-focused approach with well developed perceptions and judgement.• Proven ability to draft specialist legal documents <p>Other requirements:</p> <ul style="list-style-type: none">• Qualified Barrister and Solicitor of the High Court of New Zealand• Current practicing certificate or be eligible to hold one