



Job description

Haere mai

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

Senior Solicitor

Legal Services, Organisational Strategy and Performance

The purpose of this position is to assist the Chief Legal Advisor in supporting the leadership and governance of the Department and contributing to its strategic and business capability. Reporting to the Deputy Chief Legal Advisor, the Senior Solicitor is an experienced legal practitioner who provides reliable, accurate, timely and well-informed advice to internal clients, including the Chief Executive and the Executive Leadership Team on complex legal issues, and on the potential legal implications of various corporate strategies and initiatives. The Senior Solicitor shares knowledge with other solicitors, helps them to analyse issues, peer reviews their work, and provides support and constructive feedback.

- **Reporting to:** Deputy Chief Legal Advisor
- **Location:** Wellington
- **Salary range:** Corporate Band I

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



Te Tari Taiwhenua
Internal Affairs

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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>Providing Legal Advice</p> <p>Lead the provision of accurate and timely legal advice on a wide range of issues. This will include:</p> <ul style="list-style-type: none"> • Producing multiple pieces of legal advice within agreed timeframes • Providing sound advice across all areas of the Department’s work that is well researched, legally accurate and clearly communicated in written and oral format • Representing Legal Services, the Organisational Strategy and Performance Branch and the Department, including at critical and potentially sensitive meetings with senior managers and Ministers, in an appropriate and credible manner • Initiating, developing and maintaining a range of relevant, professional relationships and networks with both internal and external stakeholders, that contribute to higher levels of effectiveness • Providing comprehensive and timely instructions to external counsel, in accordance with Cabinet directions • Recognising legal risk and elevating as appropriate. 	<ul style="list-style-type: none"> • All clients receiving reliable, accurate, timely and well-informed advice • The delivery of high quality legal services by the Legal Services Team to ensure effective management of the Department’s legal risks • Ongoing support for the leadership and governance of the Department and its strategic and business capabilities • Relationships with clients and other stakeholders being developed that are positive and enduring.

What you will do to contribute	As a result we will see
<p>For roles in the Commercial/ICT Team, this will include</p> <ul style="list-style-type: none"> • Providing legal advice on departmental and cross- government contracts, and in relation to public sector procurement issues • Drafting and negotiating complex commercial contractual arrangements, including advice on technology-related contracts and legal issues • Preparing drafting instructions on departmental bills and supporting the progress of legislation through the Parliamentary process • Providing intellectual property law advice • Engaging with external counsel, when required, and managing the provision of external advice to the Department • Advising on matters relating to Official Information requests, ministerial correspondence and ensure compliance with legislative requirements 	
<p>For roles in the Public, Regulatory and Operations Team, this will include</p> <ul style="list-style-type: none"> • Providing legal advice on and review of prosecution files, liaising with and engaging external counsel, as well as managing the litigation process on behalf of the Department and appearing for the Department in the District Court. <i>Prosecution files will include prosecutions relating to online child sexual abuse and sexual exploitation</i> • Providing operational advice on investigations across a range of regulatory areas • Providing administrative law advice on complex operational decision-making • Preparing drafting instructions on departmental bills and supporting the progress of legislation through the Parliamentary process • Assisting with briefings to Ministers and their offices on litigation and legal risks • Engaging with external counsel (including Crown Law and Crown Solicitors), when required, and managing the provision of external advice to the Department • Advising on matters relating to Official Information requests, ministerial correspondence and ensure compliance with legislative requirements 	

What you will do to contribute	As a result we will see
<p>Relationship Management</p> <ul style="list-style-type: none"> • Build and maintain effective and trust-filled relationships with the Chief Executive, Executive Leadership Team, senior managers, legal advisors and relevant internal and external stakeholders • Manage and maintain effective public service and professional networks that foster intellectual collaboration with the wider public sector 	<ul style="list-style-type: none"> • Strong relationships being maintained with all internal clients • Relationships with external stakeholders being developed and enhanced
<p>Legal Services Capability</p> <ul style="list-style-type: none"> • Assist in the development of solicitors by providing coaching and feedback to ensure a high level of legal capability within the Department • Contribute to the enhancement of the legal capability within the group, by sharing knowledge, and by providing guidance, support and constructive feedback • Review documents and material prepared by colleagues to ensure that the work produced is accurate, consistent and of a high quality • Actively learn and develop, responding to constructive feedback to ensure that there is a high level of legal capability within the Department • Provide in-house training on legal issues, as appropriate, to ensure compliance with legal requirements and process across the Department • Work closely with the Legal Services leadership team to anticipate risks and test ideas, analysis and assumptions in others' work, using sound judgement and knowledge • Build expertise and knowledge in order to keep up with current international and national trends, research and legislative reforms 	<ul style="list-style-type: none"> • The overall capability and performance of Legal Services is increased through the Solicitor's contribution to team activities • Department's awareness of legal risk, issues and compliance with legal issues is being enhanced.
<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 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Legal Services Team	✓	✓	✓	✓		✓
	Organisational Strategy and Performance Branch	✓	✓	✓	✓		✓
	Chief Executive	✓	✓	✓	✓		✓
	Executive Leadership Team	✓	✓	✓	✓		✓
	Senior Managers	✓	✓	✓	✓		✓
	Internal Clients	✓	✓	✓	✓		✓
External	Crown Law Office/Crown Solicitors	✓	✓	✓	✓		✓
	Statutory bodies and other agencies associated with the Department	✓	✓	✓	✓		✓
	Ministers	✓	✓	✓	✓		✓
	Parliamentary Counsel Office	✓	✓	✓	✓		✓

Your delegations

Human Resources and financial delegations	Nil
Direct reports	Nil

Your success profile for this role

<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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>What you will bring specifically</p> <p>Experience:</p> <ul style="list-style-type: none"> • Proven analytical and opinion writing ability • Familiarity with rules of statutory interpretation • Proven knowledge of Government processes and machinery of government is preferable • Demonstrable experience in providing and guiding the development of high quality legal advice • In the Commercial/ICT Team, proven experience in the following areas: <ul style="list-style-type: none"> ◦ Commercial law, contract drafting and negotiation ◦ Technology-related legal issues ◦ Intellectual property law ◦ Public sector procurement ◦ Official Information Act and Privacy Act advice ◦ Public law and the machinery of government • In the Public, Regulatory and Operations
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Your success profile for this role	What you will bring specifically
	<p>Team, proven experience in the following areas:</p> <ul style="list-style-type: none">○ Civil litigation management○ Prosecutions○ Legislative/parliamentary process○ Official Information Act and Privacy Act advice○ Public law and the machinery of government○ Regulation and compliance <p>Knowledge:</p> <ul style="list-style-type: none">• Proven ability to develop specialist legal documents• Proven ability to identify and focus on strategic issues• Expert working knowledge of legal principles, New Zealand statutes and relevant local and international case law <p>Skills:</p> <ul style="list-style-type: none">• Excellent written and oral skills• Excellent research skills• Pragmatic, solutions-focused approach with well-developed perception and judgement• An ability and willingness to adapt and learn• Ability to provide feedback and peer review for other team members in an approachable and encouraging manner <p>Other requirements:</p> <ul style="list-style-type: none">• Qualified Barrister and Solicitor of the High Court of New Zealand• Current practising certificate or be eligible to hold one