

DAIRYNZ Position Description

Senior Corporate Solicitor

Position

Position Title: Senior Corporate Solicitor

Direct Report: Nil

Budget:

Management Position: N/A

Reports to: Head of Legal, Risk & Intellectual Property

Career Level: Specialist

Revenue: N/A

Delegated Authority: Nil

Purpose of DairyNZ

Our Purpose: ***Progressing a positive future for New Zealand dairy farming.***

That's why we exist for farmers, working along them and others to leverage our collective strength and create purposeful change.

Purpose of the position

The Corporate Solicitor provides legal and commercial support across the organisation, contributing to consistency and compliance in legal processes. This includes assisting with the preparation of documentation for submissions, supporting contract reviews and negotiations, and helping to manage legal records. The role also involves providing support on a range of legal matters such as environmental and RMA issues, policy, biosecurity, privacy, and intellectual property, under the guidance of senior legal staff where appropriate.

The Corporate Solicitor works collaboratively with various departments—such as the research and science team, project-portfolio team, leadership, business operations, and finance—to support the contract development process. The role contributes to improving coordination and efficiency by assisting with stakeholder engagement and legal input. While developing influencing and negotiation skills, the solicitor applies a flexible approach to support the organisation in navigating commercial and legal risks within a science-based industry, under the guidance of senior legal staff.

Team organisation chart



Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

Key Performance Requirement:	Key Indicators:
Contract management	<p>Contract Development Support Assist in drafting and reviewing contractual provisions based on discussions with senior staff, legal requirements, and organisational needs. Ensure contract text and attachments are accurate and appropriate, with guidance from senior legal colleagues.</p> <p>Legal Advice Contribution Provide timely and accurate legal input to support business partners in co-funding and supplier engagements, under supervision.</p> <p>Risk Awareness and Support Support the assessment of legal and commercial risks in business activities by gathering relevant information and working with stakeholders to identify areas requiring legal input.</p> <p>Assist in Negotiations Participate in contract negotiations as part of a broader team, supporting senior staff and helping maintain constructive relationships with external parties, guiding stakeholders through contract negotiations.</p> <p>Collaboration with Project Teams Work alongside Project Managers and General Managers to understand contract requirements for external bids or proposals and assist in identifying potential risks and opportunities.</p> <p>Compliance Support Help ensure contracts meet organisational Health & Safety requirements by reviewing relevant clauses and seeking advice where needed.</p>

	<p>Process Improvement Participation Contribute to the ongoing improvement of contract standards and processes, including reviewing templates and suggesting updates to language, payment terms, and legal provisions.</p> <p>Commercial Consideration Support Assist in determining the level of legal review and negotiation required for contracts, in consultation with internal stakeholders and under the direction of senior legal staff.</p>
Stakeholder management	<p>Stakeholder Engagement Support Assist in engaging with stakeholders during negotiation processes to help ensure alignment with legal and regulatory requirements, contract standards, and cost considerations, under guidance from senior staff.</p> <p>Compliance Assistance Support collaboration with stakeholders to maintain legal compliance and contribute to effective negotiation outcomes and positive relationships.</p> <p>Coordination Role Help facilitate communication between the organisation and third parties by preparing documentation and assisting with the review of contract variations, escalating complex matters as needed.</p> <p>Negotiation Participation Participate in negotiations as part of a team, providing input and support rather than leading discussions. Seek guidance for complex or high-value agreements.</p> <p>Best Practice Contribution Contribute ideas to improve contract management processes and templates, and support the implementation of best practices across the organisation under supervision.</p>
Best Practice and Continuous Improvement	<p>Support Continuous Improvement Contribute to the enhancement of contract templates and processes by identifying areas for improvement and suggesting updates to ensure efficiency and relevance, under the guidance of senior legal staff.</p> <p>Assist with Training Support the development and delivery of internal training sessions for staff on business contract and risk management processes, with input from senior colleagues.</p> <p>Communication Support Assist in communicating contract policies, legal procedures, and project-related information to relevant stakeholders. May contribute to updates for senior leadership with support from more experienced team members</p>

How We Work	<p>Our work is guided by DairyNZ's values and principles: Credibility, Courage, Curiosity and Connected. The team are proactive, collaborative and supportive.</p> <p>Actively support and contribute to DairyNZ organisational culture of one team.</p> <p>Actively support and encourage continuous improvement to drive our organisation forward.</p> <p>Strive to provide a safe and healthy workplace.</p> <p>Role model industry safe working practices.</p> <p>Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures.</p> <p>Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management.</p> <p>Understand and adhere to company policies and guidelines.</p> <p>Comply with legislative requirements and relevant standards.</p>
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Key relationships

Internal	External
Leadership Team	Farmers
Programme Leads	DairyNZ partners, suppliers, funders and stakeholders
Portfolio Business Partners	
Project Managers	
Other internal stakeholders e.g. research and science team	

Qualifications and experience

Essential	Preferred
Bachelor of Laws	Experience with Government procurement processes, particularly in the Science sector.
10 + years' experience in Contract Management with sound knowledge in Contract Law	Experience with Intellectual Property negotiations.
Experienced in building trustworthy relationships with stakeholders. Can utilize relationships to influence.	
Experience in change management and	Experienced with privacy law and processes.

implementation	
Experience in negotiating with different groups to come to solutions.	Experienced with insurance portfolios, including annual policy reviews and renewals.
Experience with MS Office Suite to develop and deliver documentation and reporting of the required standard.	

Career level competencies – Intermediate Specialist

Competency	Descriptor/Evidence
STRATEGIC AGILITY	Demonstrates an emerging ability to think ahead and consider future implications and trends. Shows curiosity about broader organisational and industry developments and contributes ideas that support long-term planning. Participates in discussions about future possibilities and strategies, with guidance from more experienced colleagues
INNOVATION MANAGEMENT	Supports the development of creative ideas from others and contributes to turning them into practical outcomes. Demonstrates sound judgement in identifying which suggestions may be viable, with guidance. Participates in collaborative discussions and brainstorming sessions and is learning to anticipate how ideas may be implemented effectively.
NEGOTIATING	Demonstrates developing negotiation skills in challenging situations with internal and external stakeholders. Supports the resolution of differences constructively and maintains positive working relationships. Communicates clearly and professionally, balancing assertiveness with diplomacy. Builds trust through consistent and respectful engagement, with guidance from senior colleagues as needed.
ORGANISATIONAL AGILITY	Demonstrates a growing understanding of how organisations operate, including formal structures and informal networks. Is learning how to navigate policies, practices, and procedures effectively. Shows awareness of organisational culture and seeks guidance to understand the reasoning behind key decisions and approaches.

Values

