

DAIRYNZ Position Description

Senior Corporate Solicitor

Position

Position Title: Senior Corporate Solicitor	Reports to: Head of Legal, Risk & Intellectual Property
Direct Report: Nil	Career Level: Specialist
Budget:	Revenue: N/A
Management Position: 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 support across the organisation, contributing legal expertise, and skills and tools to improve delivery on the organisation's strategy. This includes:

- Supporting, or leading where appropriate, all aspects of contract negotiation, drafting and approval.
- Problem solving and helping the organization to make better decisions.
- Advising on intellectual property ownership and licensing, Maturanga Maori, data access and sovereignty.
- Helping the organization to proactively identify the need for, and appropriately plan, legal support on relevant matters.
- Providing general advice on Privacy.
- Providing general commercial advice to DairyNZ and its subsidiaries such as Dairy Training Limited.
- Risk management in the context of all legal matters during contract negotiations and post-signing.
- Assisting with legislative compliance as relevant to the above.

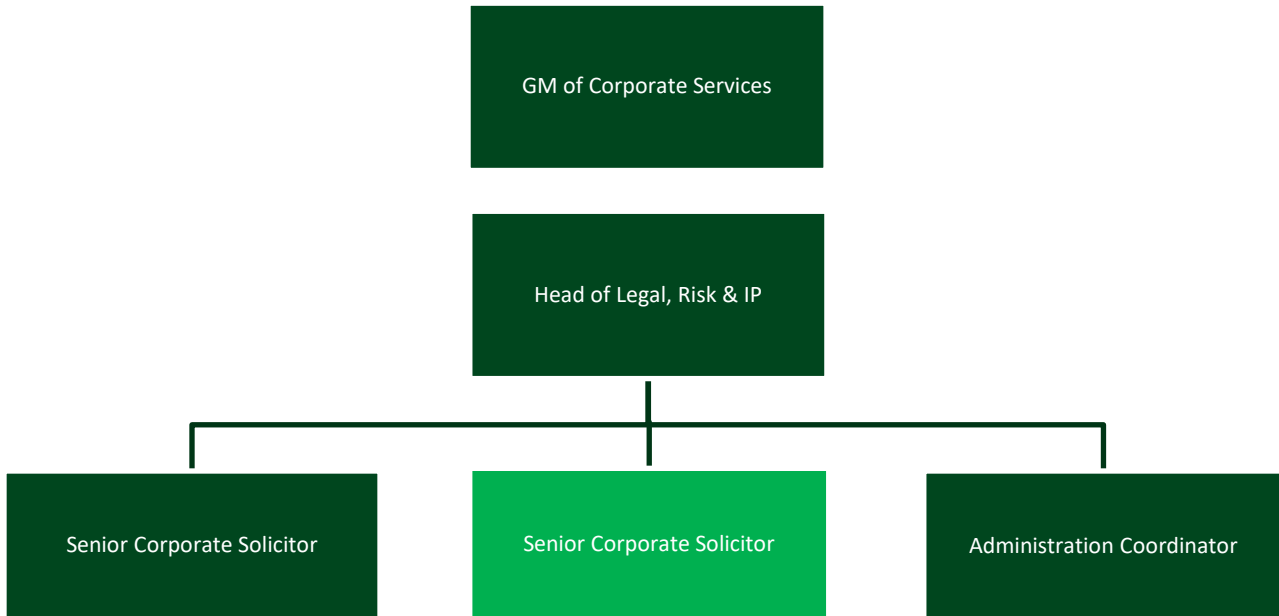
The role works closely with different stakeholders at different levels of the organization according to the complexity and strategic priority of the project. This occurs across departments such as the research and science team, Project-Portfolio Office, IT and digital operations, and finance.

As a matrix organisation, the role never truly operates independently, and collaboration is required to achieve the best outcomes. However, this is a role for an experienced solicitor who is capable of working independently but knows when to reach out for support from senior legal staff.

The role will contribute to improving the organization's efficiency by assisting with stakeholder engagement to facilitate provision of the right legal advice at the right time. While developing influencing and negotiation skills, the Senior Corporate Solicitor will apply a flexible approach to

support the organisation in navigating commercial and legal risks within a science-based industry, under the guidance of the Head of Legal, Risk and IP.

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:
<p>Contract management</p>	<p>Contract Development Support</p> <ul style="list-style-type: none"> • 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>Legal Advice Contribution</p> <ul style="list-style-type: none"> • Provide timely and accurate legal input to support business partners in co-funding and supplier engagements, under supervision. • 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>Assist in Negotiations</p> <ul style="list-style-type: none"> • Participate in contract negotiations as part of a broader team, supporting senior staff and helping maintain constructive

	<p>relationships with external parties, guiding stakeholders through contract negotiations.</p> <p>Collaboration with Project Teams</p> <ul style="list-style-type: none"> • 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>Compliance Support</p> <ul style="list-style-type: none"> • Help ensure contracts meet organisational Health & Safety requirements by reviewing relevant clauses and seeking advice where needed. <p>Process Improvement Participation</p> <ul style="list-style-type: none"> • Contribute to the ongoing improvement of contract standards and processes, including reviewing templates and suggesting updates to language, payment terms, and legal provisions. <p>Commercial Consideration Support</p> <ul style="list-style-type: none"> • 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>	<ul style="list-style-type: none"> • 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. • Compliance Assistance Support collaboration with stakeholders to maintain legal compliance and contribute to effective negotiation outcomes and positive relationships. • 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. • 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. • 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>	<p>Support Continuous Improvement</p> <ul style="list-style-type: none"> • 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>Assist with Training</p> <ul style="list-style-type: none"> • Support the development and delivery of internal training sessions for staff on business contract and risk management processes, with input from senior colleagues.

	<p>Communication Support</p> <ul style="list-style-type: none"> 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
How We Work	<ul style="list-style-type: none"> Support and role model DairyNZ values and principles: Connected, Curiosity, Courage and Credibility. Understand and adhere to company policies and guidelines. Actively support and contribute to DairyNZ organisational culture of one team. Actively support and encourage continuous improvement to drive our organisation forward. Strive to provide a safe and healthy workplace Role model industry safe working practices Take appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others or the environment. Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures. Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management. Comply with legislative requirements and relevant standard

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.

12 + 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 implementation	Experienced with privacy law and processes.
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 – Advanced Specialist

Competency	Descriptor/Evidence
STRATEGIC AGILITY	Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
INNOVATION MANAGEMENT	Is good at bringing the creative ideas of others to fruition; has good judgement about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in practice.
NEGOTIATING	Can negotiate skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
ORGANISATIONAL AGILITY	Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.