

Legal Advisor

Part one: job description

Job title:	Legal advisor	Location:	Wellington
Status:	Permanent	Effective:	July 2017
Group:	Corporate Services	Department:	Legal & Procurement

1. Role of the Corporate Services Group

The Corporate Services Group provides a variety of services to the organisation which requires a close working relationship with Council and all other groups. The Group incorporates a centralised finance team, ICT team, programme management, legal and procurement, asset management and property function. The Group also has responsibility for all Council Controlled Organisations (CCOs) apart from the Wellington Regional Economic Development Agency (WREDA).

2. Role of the Legal & Procurement Department

The Legal & Procurement Department is one of five departments in the Corporate Services Group of Greater Wellington Regional Council (GWRC). The Department manages and leads GWRC's legal and procurement strategy; oversees organisational tender processes and probity requirements; provides a centralised overview of asset management, and provides legal advice and information.

3. Purpose of role

The Legal Advisor provides legal advice to the organisation, with a focus on contracts and procurement. The work will include:

- providing legal advice on contracts, contracting arrangements and procurement including commercial law, providing legal advice on tender processes, tender documentation and probity arrangements
- advising in relation to other legal documents and processes
- assisting to manage GWRC's legal compliance programme
- establishing, managing and maintaining a legal opinion database
- keeping up to date in areas of law relevant to the activities and functions of GWRC

- liaising with lawyers in similar organisations to share, develop and promote best practice

4. Working relationships/reporting lines

The Legal Advisor reports to the Manager, Legal & Procurement. The Legal Advisor will work closely with the Senior Legal Advisor and Procurement Advisor in the Legal & Procurement team, and with people in other parts of the Council who require legal advice and assistance.

In addition, the Legal Advisor has regular contact with a number of internal and external stakeholders including, but not limited to:

- Team Leaders, Administration teams and others with procurement responsibilities
- Programme Manager and project managers
- Legal advisors in other organisations
- External Consultants and stakeholders

5. Key results and tasks

Key results	Key tasks
<p>Legal advice</p> <ul style="list-style-type: none"> • Legal advice is provided on contracts, contracting arrangements and documentation • Legal advice is provided on commercial arrangements and where appropriate, referrals to specialist law firms is provided • Legal advice provided is timely, effective and understood 	<ul style="list-style-type: none"> • Provides specialist legal advice and assistance in relation to contracts, contracting arrangements and documentation • Provides specialist legal advice on commercial arrangements and commercial agreements • Where applicable, manages the referral process to specialist law firms in relation to commercial matters • Holds and maintains a database of legal opinions • References legal opinions in 'like' scenarios to ensure consistency of legal advice and minimise expenditure on legal bills • Manages the legal aspects of any All-of-Government contracts entered into by the organisation • Assists with development of streamlined process and standardised documents to improve efficiency and lower costs
<p>Relationship Management</p>	

<ul style="list-style-type: none"> • Effective relationships are developed and maintained with internal and external stakeholders. • An awareness of the political environment is demonstrated. 	<ul style="list-style-type: none"> • Recognises and values the importance of establishing and maintaining excellent working relationships with internal stakeholders • Proactively fosters supportive and collegial relationships within both the Group, and across the Council, being cognisant of other people's time pressures • Enhances and actively builds positive, durable relationships, both internally and externally, that will benefit GWRC and contribute to a healthy and positive work culture
<p>Sustainable Resource Management</p> <ul style="list-style-type: none"> • Demonstrates a commitment to sustainable resource management. 	<ul style="list-style-type: none"> • Promotes sustainable resource management and the Council's role and achievements in this area, including making effective and efficient use of resources available to the Department.
<p>Health and Safety</p> <ul style="list-style-type: none"> • A safe and healthy working environment is maintained. • GWRC's health and safety policies are observed 	<ul style="list-style-type: none"> • Actively engages in health and safety matters • Ensures that effective health and safety planning processes are in place for all work in your organisational operations and projects • Ensures health and safety planning identifies hazards and associated risks; and that there are appropriate controls in place to manage the applicable hazards and risks • Ensures there are adequate resources available to manage these risks • Ensures compliance with relevant GWRC policies and processes • Ensures that all incidents are recorded and appropriately investigated and any changes necessary to prevent a reoccurrence of the same or similar incident are implemented • Reports regularly to manager on health and safety

Part two: person specification

1. Qualifications, skills and experience

- Tertiary qualification in law or equivalent, and eligible to hold a current legal practising certificate.
- At least 5 years' experience in New Zealand commercial law.
- An understanding of the legal framework of local government in New Zealand.
- Knowledge of and experience with public sector procurement requirements and procedures.
- Highly developed written and oral communication skills and an ability to communicate with a wide variety of groups and individuals.
- Demonstrated strategic commercial focus.
- Computer literacy.

2. Personal attributes and behavioural competencies

- Understands the importance of building and maintaining positive durable working relationships both internally and with external stakeholders.
- Proactive in seeking answers and solutions.
- Commitment to providing a high level of customer service.
- An appreciation of the connection between the terms and conditions of commercial contracts and subsequent contractor behaviour.
- Politically savvy.
- Decisiveness, sound judgment, common sense.
- Ability to cope with competing demands and to prioritise when necessary.
- Honesty with a high level of integrity.

3. Physical requirements

- The ability to use safely a keyboard mouse without causing or aggravating an injury.

- A full and current driver licence.
- The jobholder must be able to physically carry out the functions of the position.

Date and signatures

Job holder: _____

Date:_____

Manager: _____

Date:_____