

POSITION DESCRIPTION

Position title:

Law Reform Adviser

Position Purpose:

To service and promote the New Zealand Law Society's law reform functions. This involves assisting the NZLS Law Reform Committee, specialist committees and sections to develop and present submissions on law reform proposals; and providing advocacy support for the President and Executive Director in relation to law reforms affecting the legal profession.

Accountable to:

Law Reform Manager

Key relationships:

Internal

- Law Reform team (General Manager Law Reform and Sections; Law Reform Manager; Law Reform Advisers)
- Managers of the Property Law and Family Law Sections
- Law Reform and Sections' administrators
- Communications team
- NZLS Branches (staff and Branch committees)
- Executive Director and President

External

- NZLS Law Reform Committee and specialist committees: convenors and members
- Staff in government agencies, including the Law Commission
- Select committee staff

Key Accountabilities:

- Providing support to specialist committees to ensure projects are delivered to a high standard and on time
- Providing support for NZLS advocacy (including correspondence and meetings with Ministers) in relation to law reforms affecting the profession
- Taking responsibility for the overall functioning of the specialist committees
- Identifying law reform initiatives of interest to the profession
- Researching background information on law reform projects as necessary

- Editing draft submissions
- Administering the checking and signing off of law reform submissions as directed
- Supporting Law Society presenters at select committee hearings
- Providing items/articles on law reform and advocacy work for the Law Society's publications
- Covering the work of the Law Reform Manager in his/her absence
- Dealing with general inquiries from the profession and the public as required
- Such other or alternative duties as from time to time are directed by the Law Reform Manager

Key capabilities:

- A law degree and 4+ years PQE
- An understanding of policy development and law-making
- Strong analytical, project and time management skills
- A high standard of accuracy and clarity in written and oral language
- Political awareness and diplomacy
- The ability to work well in a team
- A sense of humour

November 2018