



Transport Accident
Investigation
Commission

Position Description

Kōrero mō te tūranga

Position	Senior Solicitor
Team	Business Services
Reports to	Commission General Counsel
Location	Wellington
Reports	Nil
Delegation holder	Nil
Remuneration Range	\$105,300 - \$140,400 based on skills and experience
Flexibility	Flexible working arrangements are supported by TAIC by agreement so long as role requirements are met.
Date	August 2024

Position Purpose

Tēnei tūranga

The Senior Solicitor contributes to transport safety by ensuring Commission investigations and reports are legally robust and that TAIC meets its Crown Entity obligations.

The Senior Solicitor provides quality and timely legal and analytical leadership to the Commission, TAIC Board, management, and staff and builds strong connections across the transport and independent Crown entity sectors.

About TAIC

Ētahi korero mō TAIC

TAIC is an independent Crown entity that supports the Transport Accident Investigation Commission (the Commission) in its task of determining the circumstances and causes of transport accidents and incidents to avoid similar occurrences in the future.

Multi-disciplinary teams, led by an Investigator in Charge, investigate, and analyse the circumstances of significant air, marine, and rail occurrences, supporting the Commission to consider the facts, and make findings and recommendations to improve transport safety.

The Commission's vision is **'no repeat accidents – ever!'**

TAIC employees work flexibly and collaboratively across functions to contribute to the Commission's mission of **'safer transport through investigation, learning, and influence'**.

You will be working with the Commission General Counsel and one other lawyer, across the organisation, for the Commission.

TAIC welcomes diversity and applications from a broad range of people and will make reasonable accommodations if needed to enable full participation by all employees.

The Public Service Te Ratonga Tūmatanui

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki <https://www.publicservice.govt.nz/about-us>

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about this at <https://www.publicservice.govt.nz/about-us>

Duties and accountabilities Takohanga

Commission inquiries

Provide legal advice and leadership on Commission investigations:

- Protect evidence at occurrence sites
- Identify and mitigate legal risks including process risks
- Critically analyse facts and evidence as part of the inquiry team
- Advise on legal matters such as legislative form, interpretation and application
- Identify and craft safety issues and recommendations
- Review Commission draft reports including testing the evidential basis for findings
- Review and advise on submissions from interested parties
- Review final Commission reports and advise on any legal complications to release
- Advise on inquiry issues and challenges

- Manage relationships with external counsel.

Crown entity obligations

Provide legal assurance and policy services and thought leadership:

- Provide strategic legal advice on strategy, direction, foundation, and constitutional nature of the Commission
- Lead TAIC's compliance assurance and risk programmes
- Undertake legal audits
- Advise TAIC's Audit and Risk Committee
- Lead annual delegation reviews
- Advise on ICAO and IMO Convention audits and policy changes
- Advise on Crown Entity matters, including accountability documents, governance, procurement, contracting, delegations, health and safety, and employment matters
- Advise on Official Information Act and Privacy Act requests and liaise with the Ombudsman's Office and Privacy Commissioner regarding complaints
- Instruct and work with external legal advisors and experts
- Review and advise Commission on relevant legislative reform. Write submissions on behalf of the Commission to Ministers, Select Committees and other agencies
- Maintain legal registers including opinions and legal reform registers
- Ensure business continuity of TAIC's legal function and its ability to respond to a major transport accident.

Relationship management

Build effective stakeholder relationships:

- Build effective internal and external stakeholder relationships across the transport and independent Crown entity sectors and the Office of the Chief Coroner
- Lead development and implementation of MOU with key stakeholders
- Present at stakeholder conferences or events
- Stay abreast of transport policy, regulatory or operational developments in areas of interest to the Commission and update commissioners and staff

Empower others to undertake their functions in a legally compliant manner:

- Develop and provide a comprehensive legal training programme for the Commission and staff
- Develop and review internal policies, guidelines, procedures and tools, including the Board Governance Manual, investigation manuals, governance and legal policies
- Develop legal protocols and practice notes on behalf of the Commission
- Provide proactive coaching and support to other members of the legal team in accordance with a "One team" approach, including peer review of work.

Continuous improvement

Improve systems or processes:

- Lead or contribute to relevant internal projects and work initiatives
- Proactively identify and implement system or process improvements
- Operate on a lessons learned continual improvement basis.

Health, safety and wellbeing

- Remain familiar with and practice TAIC's health and safety, wellbeing and welfare procedures, including in respect of access to hazardous areas, performance of potentially hazardous tasks, and the reporting of safety hazards, incidents or accidents
- TAIC investigates transport accidents and incidents, some of which involve death in tragic circumstances. As part of TAIC's wellbeing programme the person in this role must have an annual and confidential check-in with a TAIC psychologist

General

- Act as the Commission's General Counsel in their absence
- Ensure all information created in the role is findable, accessible, and managed in accordance with TAIC policies and guidelines
- Undertake other tasks as reasonably required by your manager from time to time.

Role specific competencies

He pūkenga tou

Qualifications

- A law degree and at least 5 years post qualification experience in the public or transport sector
- Qualified to hold a legal practicing certificate
- Qualified to work in New Zealand

Competencies and experience

- Good grounding and understanding of administrative law with experience or confidence to apply its principles in a public service context
- Strong critical thinking and analysis skills
- Strong oral and written (plain English) communication skills
- A self-starter, able to work independently with minimal supervision, knows when to escalate, informs manager on a no surprises basis
- Works efficiently, manages time and competing priorities, meets deadlines
- The EQ to build and navigate a range of internal and external stakeholder relationships and politics

- Ability to remain calm under pressure and adapt quickly when needed
- Emotional resilience – the role involves exposure to the circumstances of often tragic accidents where lives have been lost and is a high work pressure environment
- Computer literate in general office applications and willingness to learn new applications as needed. (TAIC uses the MS Teams environment, e.g., for hybrid working and has a case management system for inquiries)
- Knowledge and experience, or willingness to learn about, te Tiriti o Waitangi, Tikanga, te reo, and te ao Māori
- A positive attitude and willingness to contribute as part of the TAIC team

The following would be a bonus:

- Experience providing a range of legal services in a Crown entity context
- Knowledge or experience in the transport sector, or familiarity with civil aviation, maritime, rail, or health and safety regulatory frameworks and legislation
- Broader background or experience welcomed e.g., in policy, regulatory, technology, investigations, Commissions of inquiry or courts, transport operations.

Key Relationships

Whanaungatanga mahurangi

Internal

- The Commission/TAIC Board
- Executive Leadership Team
- Investigation managers and staff.

External

Personnel in relevant functions at:

- Transport regulators – CAA, MNZ, Waka Kotahi NZTA, Worksafe NZ
- Major transport operators such as KiwiRail, Airways NZ
- Office of the Chief Coroner, Coroners
- Privacy Commissioner
- Office of the Ombudsman
- Archives NZ.

Values

Ā mātou uara

TAIC's values describes the way we work and interact.

Value	Description
One team	We work as one to fulfil our purpose and we value everyone's contribution. We are greater than the sum of our parts bringing our unique skills together to achieve TAIC's goals.
Pride in our professionalism	We demonstrate our competence, quality, skills, and appropriate behaviour always. Most importantly, we take ownership for our delivery.
Respect for others	We respect others, their points of view, and their accountabilities. We take ownership of how we act, treating each other with respect and dignity.

Organisational competencies

Ngā whakakatakōranga matautau

Competency	Desirable Performance indicators:
Results Oriented	<ul style="list-style-type: none"> Clearly defines and achieves objectives on time every time Pursues success Plans, prioritises, and actions work effectively. Analyses complex situations and implements effective solutions Proactively considers risks and issues and acts to manage them, including advising others, as appropriate Handles uncertainty. Makes effective decisions in uncertain conditions Contributes proactively to the objectives of the Commission.
Business understanding	<ul style="list-style-type: none"> Committed to delivering the Commission's strategies and objectives. Understands the role of the Commission, and how they contribute to it Understands how the Business Services and Investigation teams both contribute to the role of the Commission Understands the political environment within which the Commission operates Understands the machinery of government, and applicable financial and behavioural requirements of public servants Embraces the ethos of public service Understands the role of te Tiriti o Waitangi in New Zealand and in the work of the Commission and honours it.
Leadership	<ul style="list-style-type: none"> Promotes the Commission's strategic direction. Role models TAIC's values and holds others to account for their behaviour Furtheres team objectives Encourages and supports other team members Embraces change. Actively works to improve systems, processes, as appropriate Ability to work under pressure, sometimes in traumatic circumstances. Takes ownership of continuous personal development Demonstrates knowledge and experience, or willingness to learn about te Tiriti, Tikanga, te reo, and tea o Māori.

Competency	Desirable Performance indicators:
Relationship Management	<ul style="list-style-type: none">• Builds positive and healthy relationships internally and externally, while maintaining Commission independence• Is professional and courteous in communications and behaviours with others• Promotes collaboration and cooperation• Supports a diverse workplace, free from bias and inclusive for all• Identifies common goals, encourages collaboration and joint ownership• Demonstrates empathy to those involved in tragic situations, while maintaining professionalism and performing Commission tasks• Handles difficult or tense situations with diplomacy and tact.