

CORPORATE SOLICITOR

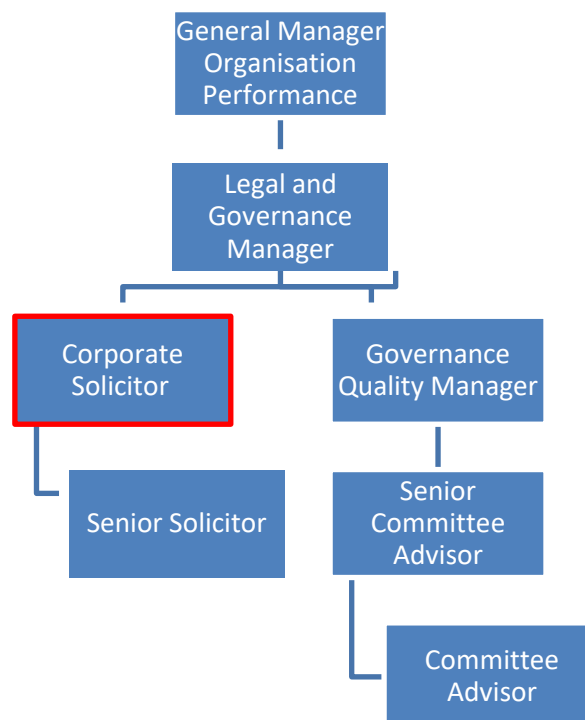
ROIA – RANGATŌPŪ

POSITION DESCRIPTION

POSITION INFORMATION

| | |
|----------------------------|------------------------------------|
| Group | Organisation Performance |
| Team | Legal and Governance |
| Reports to | Legal and Governance Manager |
| Direct Reports | 1 |
| Primary Location | The Base – 86 Ruapehu Street Taupo |
| Financial Authority | \$Nil |

TEAM STRUCTURE



POSITION PURPOSE

To be the Council's trusted advisor through the delivery of high-quality legal advice to TDC governance, senior management and staff to ensure compliance with all legislative requirements in order to manage risk to the organisation

KEY RESPONSIBILITIES

| Responsibility | Key Functions/outcome |
|---|---|
| Legal Advisory | <ul style="list-style-type: none"> Council conducts its business in a manner that complies with all relevant statutes, regulations, policy and Standing Orders Council decisions and practices are defensible and sound from legal, commercial and risk management perspective Provide advice on complex official information requests and LIM matters Give advice on privacy related matters Agendas provide appropriate legal advice to Council and suggested resolutions are legally sound TDC staff are fully informed regarding legal requirements and implications and are enabled to make informed decisions and meet legislative requirements |
| Negotiating, Drafting and Reviewing Contracts | <ul style="list-style-type: none"> Negotiate contracts on Council's behalf in accordance with instructions received Contracts drafted and/or reviewed in a timely manner, including providing advice on appropriate allocation of risk and impact of contractual terms |
| Legal Risk & Liability Issues | <ul style="list-style-type: none"> Key legal risk and liability issues arising from Council operations are identified and managed proactively Mandate for action is obtained, with resolution being cost effective, timely and appropriate |
| Land Matters | <ul style="list-style-type: none"> Legal aspects of Council land transactions (including sales, purchases, leases, licenses, easements, consents and property management & development matters) are actioned quickly and professionally All land transactions comply with the legislative requirements, relevant Council policy and are duly authorised by resolutions of Council |
| Litigation and Advocacy | <ul style="list-style-type: none"> Manage Council's response to legal claims, including liaison with external legal advisers, consultants and insurers Assist with negotiating resolution to litigation and implementing negotiated outcomes Litigation needs of Council are managed promptly, efficiently and with lowest possible cost to Council In collaboration with the Policy team, identify matters of strategic importance that require Council to adopt an advocacy role and manage any legal support required |
| Privacy Officer | <ul style="list-style-type: none"> Act as an appointed Privacy Officer under the Privacy Act 2020 as required, with an emphasis on encouraging Council to comply with the information privacy principles. |
| Continuous Improvement | <ul style="list-style-type: none"> Opportunities for continuous improvement of internal legal processes are identified and actioned (including the development and management of legal templates and documenting internal legal processes) so as to simplify the user experience and improve efficiency |

| Responsibility | Key Functions/outcome |
|-------------------------------|--|
| | <ul style="list-style-type: none"> Undertake professional development/training initiatives to upskill TDC staff on local government legal issues to achieve organisational success Promote a high level of engagement with the legal function within TDC |
| Records and Reporting | <ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation. Produce accurate reports as required for managers and/or the Executive Team |
| Health & Safety and Wellbeing | <ul style="list-style-type: none"> Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015 |
| Project Management | <ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager or Executive Team |
| Emergency Management | <ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required |

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

| Internal | External |
|---|--|
| <ul style="list-style-type: none"> Councillors Council Committees Mayor Chief Executive Officer Executive Team Taupo District Council Staff | <ul style="list-style-type: none"> Ratepayers Public External Legal Advisors External Professional Consultants Fellow legal practitioners/firms |

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarise how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

| Essential | Desirable |
|---|--|
| <ul style="list-style-type: none"> • University degree in law • Qualified Barrister and Solicitor • Current Practising Certificate | <ul style="list-style-type: none"> • Post graduate qualification in relevant discipline |

Personal Attributes

| Essential | Desirable |
|--|--|
| <ul style="list-style-type: none"> • 10+ years post-qualification experience • Proven knowledge of local government legislative requirements • Legal, risk and commercial acumen • Proven strategic leadership | <ul style="list-style-type: none"> • |

Competencies and Experience

| Essential | Desirable |
|---|---|
| <ul style="list-style-type: none"> • Broad range of experience in the areas of legal risk and liability, corporate/commercial law and litigation | <ul style="list-style-type: none"> • RMA experience • Local or central government legal experience • Prior in-house Local Government legal position • Conveyancing experience |

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

| | Manager | Employee |
|-----------|---------|----------|
| Name | | |
| Signature | | |
| Date | | |