

Job Description – Senior Associate – Content Development

About ComplyWith

ComplyWith helps businesses and people who want to do things right. We do this by giving people clarity about what the law requires.

In our mission to create clarity for people, we blend our legal expertise and experience with our innovative technology to break down the barriers of complexity and confusion.

Our growing legal technology business works with over 170 New Zealand businesses, including many of the regulators.

The working environment at ComplyWith encourages creative thinking, and suits those who love to contribute to getting stuff done, embrace challenges, and are constantly coming up with new ways of doing things better.

About the job

This role is part of our Content Team in Ellerslie, Auckland. Our Content Team are the technical experts for ComplyWith and create legal compliance content for our legal compliance tool.

You will report to our Head of Content Development.

This is a part-time role for 25 to 30 hours a week.

You can expect to:

- Be part of a team passionately committed to helping businesses know what they need to know about their compliance obligations through our innovative technology
- Prepare and update content for a range of different industries and sectors
- Enjoy a true work-life balance (including hybrid working).

What you'll be doing

Your primary role is to prepare, review, and update plain English content for our legal compliance tool. You will learn our content development process so that you can:

- Quickly develop a comprehensive understanding of the compliance obligations in a piece of legislation
- Develop a business focussed structure for presenting the compliance content

- Draft clear and concise compliance statements
- Draft informative and well-structured explanatory commentaries for each compliance statement
- Research and locate guidance resources for the legislation
- Peer review content drafted by other ComplyWith team members
- Assist with updating content as part of our continuous improvement journey or because of law changes
- Identify opportunities to improve our content and the development process.

There may be some travel to our main office in Wellington. Usually, this isn't overnight and is about once a quarter.

What you'll bring

- You'll need at least an LLB with a very strong academic record. Ideally, you'll have an LLB with honours or above.
- At least 6 years legal experience, ideally in private practice and in-house and across a range of legal areas.
- The ideal candidate will demonstrate the following:

Core attributes	What you'll bring
Strong intellectual ability	<ul style="list-style-type: none"> • Drafting our compliance content is intellectually challenging because of the: <ul style="list-style-type: none"> ○ range of different industries and sectors we operate in ○ complexity of the legal frameworks applying to those businesses ○ challenge of helping people to know what they need to know given those complexities. • To meet this challenge, you have a strong academic record and legal analysis skills. • You have fantastic attention to detail. • You can distil large amounts of complex information into clear and concise legal compliance content.

Core attributes	What you'll bring
	<ul style="list-style-type: none"> You can apply yourself to a range of legal areas in a pragmatic and solution-focused way.
Excellent written communication skills	<ul style="list-style-type: none"> You can convey legal obligations clearly and concisely in language that our customers can easily understand. You have experience conveying legal concepts and obligations in plain English to non-legally qualified people. You can view the world through our customers' eyes.
A passion for making the law accessible	<ul style="list-style-type: none"> You have a passion for plain English. You love to write and find the process of crafting legal writing for people in business satisfying.
The ability to work independently within a close-knit team constantly looking for improvements and enhancements	<ul style="list-style-type: none"> You can work relatively independently (although all content is subject to a quality assurance process). You have a positive attitude, a desire to make a difference, and the ability to challenge and test assumptions. You find an operating environment defined by change and innovation exciting and inviting.
A values-driven personality	<ul style="list-style-type: none"> Integrity and trust are core to how you operate. You are a doer and love to get stuff done. You embrace challenges and new ways of doing things. You enjoy the interface of the law, technology, customer needs, and innovative creative thinking.