



Position: Principal Solicitor
Group: Organisational Performance

About us | Mō mātou

Te Tūāpapa Kura Kāinga - The Ministry of Housing and Urban Development (HUD) leads New Zealand's housing and urban development work programme.

It's not simply about housing. People are at the heart of what we do. People are what makes a house a home, within a wider community that includes schools, jobs, transport, recreational facilities and other services. This is reflected in our purpose:

he kāinga ora, he hāpori ora

thriving communities where everyone has a place to call home

HUD is responsible for strategy, policy, funding, monitoring and regulation of New Zealand's housing and urban development system.

We are working to prevent and reduce homelessness, increase public and private housing supply, make homes warmer and healthier, make housing more affordable for people to rent and buy, and to support quality urban development and thriving communities.

We're not doing this work alone. We work closely with other central and local government agencies, the housing sector, communities and iwi.

Our values

Our values are the behaviours that shape the way we work together and with our partners.

Wānangatia
Curiosity

Kōkiritia
Drive

Arohatia
Empathy

Our principles

We have **five principles** that guide how we approach our work.

People-centred – People's aspirations are at the centre of everything we do.

Long-term – We need long-term, sustainable changes and solutions that 'stick' to address the system breakdown that has occurred over a long period of time.

Treaty-anchored – Being a genuine Treaty of Waitangi partner is a core part of who we are, how we think and how we act. We partner with whānau, hapū, iwi and other Māori entities in order to achieve their aspirations.

Whenua-based – We recognise the importance of people's deep connections to land and community, and that identity arises from place. We understand the need for place-based and locally owned solutions.

System-wide – We enable the system to solve problems through partnerships and coalitions, making it easier to self-manage.

About the role | Mō te tūnga

The Principal Solicitor contributes to the operations of the Legal team. The team is responsible for providing guidance and support in several areas, including operational advice in relation to housing legislation and the Ministry's corporate business, contracting, complex property and development transactions, privacy and development of policy and legislation.

Principal Solicitors in the Legal team are responsible for providing high-quality, timely, accurate and practical legal advice in a dynamic context and in a variety of forms, ranging from opinions to oral advice through to training clients. They take a lead role in providing advice and assistance to the Chief Executive, Ministers and the Ministry generally; to support, facilitate and contribute to facilitate and contribute to the Ministry's goals and objectives.

The Principal Solicitor is a thought and legal team leadership role, drawing on their expertise to contribute to the management and strategic and business planning for the team / branch and Ministry and coaching and mentoring team members to develop capability.

The **Principal Solicitor** is responsible for:

Providing leadership to assist the Chief Legal Advisor to build a customer-centric team, establish clear accountabilities, expectations and performance standards to ensure that any performance targets are met; anticipate future capability needs, identify gaps in capability and help address these through targeted recruitment and development, training, or other actions; coach, mentor and develop team members to create an inclusive team culture that values diversity, and encourages team development, and growing talent for key roles.

Assignments and Project Work

- Lead multiple and at time ambiguous short-term and long-term complex assignments; including (as required) leading people, managing resources and providing reports on milestones, work assignments, projects and deliverables.
- Provide analysis and advice, only seeking confirmation from manager as appropriate.
- Provide advice and direction to less experienced colleagues including technical legal considerations on complex issues.
- Contribute to accountability reporting, the annual report, strategic and business planning for the team / group and Ministry.

- Represent HUD when required.

Technical Legal Advice

- Be recognised as an expert in identifying and analysing legal and other issues and the provision of sound advice in a business context.
- Be a go-to person within the team for technical advice, coaching and mentoring.
- Identify and escalate risks and opportunities that may have a significant legal impact on the Ministry, including taking a lead role in complex issues and their mitigation.

Stakeholder Engagement / Management

- Maintain established professional relationships with internal and external stakeholders, including cross organisation, senior managers, Crown Law, other external legal service providers, and Ministers.
- Demonstrate high-trust relationships with clients and proactively recognise client needs and engage accordingly.
- Influence peers and internal and external stakeholders.
- Advise and support less experienced staff members to understand the NZ system of government, including the role of Ministers, Parliament and central agencies.

Coaching / Mentoring

- Support colleagues and actively provide coaching and mentoring, both as part of their development and as a project leader.
- Review critical and significant pieces of legal work and provide quality control.
- Identify and assist less experienced colleagues with development opportunities and career planning.
- Enhance others' professional development through the provision of leadership and guidance.
- Provide advice and direction to less experienced colleagues including technical legal considerations on complex issues.
- Actively encourage and promote a constructive team culture of inclusion, innovation and support.

Responsibilities of this position are expected to change over time as the Ministry responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

About you | Mōu

- Ability to lead complex assignments and teams dealing with strategically important issues.
- Recognition as a go-to person both by internal clients and external stakeholders.
- History of working with only limited supervision and direction from Manager
- Recognition as an expert both as a legal generalist and in specialist subject areas with advanced advocacy skills and exceptional judgement on complex matters.
- Ability to undertake engagement with stakeholders independently, including proactively identifying client needs and possible legal and other issues.
- Understanding of legal business and ability to consistently operate strategically.
Proven ability to consistently communicate in a clear and concise manner on complex matters to a wide audience.
- Ability to take the lead developing and maintaining competencies with an increased level of self-reflection on effectiveness and self-management.
- Awareness of, and sensitivity to, the cultural values of different ethnic groups generally, and Tangata Whenua in particular
- Effective advocacy and presentation, consistently demonstrating excellent judgement on a wide range of legal and related matters.

Health, safety and wellbeing

The Health and Safety at Work Act 2015 (section 45) requires workers to take 'reasonable care for our own health and safety' and that none of our acts or omissions (the things we do or don't do) 'adversely affect the health and safety of other persons'. Workers are also required to follow instructions given that relate to workplace health, safety and wellbeing and to follow health, safety wellbeing related policies and procedures. This includes personally reporting risks that a worker encounters and incidents that the worker might be involved in. At HUD we're striving to make our workplace one where everyone promotes Health Safety and Wellbeing and one where we look after not only our own health, safety and wellbeing – but one where we also look out for the health, safety and wellbeing of others in our workplace.

You will take responsibility for your own work, recognise and undertake opportunities for continuous improvement and act with a minimum of direction. All Ministry employees are required to role model the standards of Integrity and Conduct for the State Services.

Pre-requisites

- Must have the right to live and work in New Zealand.
- Tertiary qualification in law and holds a practising certificate – at least 10-12 years PQE
- Must be able to obtain relevant checks and clearances as/if required (e.g. security clearance)
- Central government or public sector experience beneficial
- An interest and understanding of Te Reo Māori and Tikanga would be highly beneficial.

Responsibilities of this position are expected to change over time as the Ministry responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

What does it mean to be part of the Public Service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kounga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūrangā mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important

role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community, and guided by the core principles and values of the public service in our work.

For more information about what it means to work in Aotearoa New Zealand's Public service please visit www.publicservice.govt.nz