

Position Description



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| Role | Māngai Ture Matua Senior Corporate Lawyer |
| Reports To | General Counsel |
| Job Band | 8 |
| Direct Reports | N/A |
| Tenure | Permanent |
| Location | Te Whanganui-a-Tara Wellington |

About Te Tumu Paeroa

E totoka ai te tumu o te papatipu hei oranga mō Te Iwi Maori, o mua, o naiane, o anamata hoki. Ko Te Tumu Paeroa tēnei, te kaitiaki, kaitaunaki, kaiwhakawhanake i te mana o ngā whenua Māori, huri noa. | So that the foundations of ancestral lands may be solid, benefitting Māori from our past, present and future alike. This is Te Tumu Paeroa, guardian, support and advancer of the mana of Māori land everywhere.

Our role is to provide professional trustee services for Māori. We do this by carrying out the terms of trusts and ensuring the whenua is protected and enhanced for future generations.

Our Values

Ngā Mātāpono, Ngā Uara Whai o Te Tumu Paeroa

Keeping our values close at hand, top of mind and always in the heart. Kia Mau!

Tōtika Te tika o te tū | Professionalism

Being great at our job is how we make the most difference for whenua and whanau.

Kotahitanga Te raranga i te tira | Unity

We work as one, we trust each other, and value our differences.

Manaakitanga Te akiaki i te mana | Respect

We treat everyone with dignity, fairness and empathy.

Mana Te ihi, te wehi, te wana | Integrity

Integrity is the heart of everything we do.

Role Purpose

The Senior Corporate Lawyer is primarily responsible for:

- Assisting the General Counsel of the Māori Trustee to manage the legal issues of the Māori Trustee.
- Working directly with the Business on all aspects of the legal work of the Māori Trustee including Māori land law, trusts law, estates, landlord and tenant, conveyancing and general

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property, commercial and contract, resource management, legislative compliance, opinion work, litigation and dispute management including appearances as counsel.

- Day to day supervision of all members of the Legal Team (other than General Counsel and his or her EA) overseeing their workloads, priorities and work outputs.

Key Accountabilities

Culture and Strategy

- Contribute to and promote the vision, values and culture of Te Tumu Paeroa.
- Contribute to and promote a culture within Te Tumu Paeroa that values openness, mutual respect, ownership, collaboration and both individual and shared accountability/responsibility.
- Demonstrate an understanding of the services that Te Tumu Paeroa deliver and how the Legal Team can positively influence organisational impacts and associated risks.
- Demonstrate an understanding of (internal and external) factors impacting the Māori Trustee, Te Tumu Paeroa, whenua and owners; so that sound strategic responses can be identified and implemented, with positive impacts for the whenua and past, present and future owners.
- Build and strengthen effective relationships with stakeholders across Government departments, the Māori Land Court, industries/disciplines and suppliers.
- Demonstrate a strategic approach to determining and influencing positive change and innovation for the Māori Trustee, Te Tumu Paeroa, whenua and owners.
- Provide expert advice and guidance associated with your team functions and deliverables, to the Māori Trustee and the Business.
- Contribute to building a culture within the Legal Team that values the importance of adherence to policies, processes and procedures and strives for continuous learning, development and improvement.

Leadership

- Work with other members of the Legal Team, to ensure the priorities and goals of General Counsel and the Senior Leadership Team are understood and delivered.
- Ensure the Legal Team is provided with clear and concise instructions that promote the priorities and goals of General Counsel and the Senior Leadership Team and that instructions are appropriately managed and monitored with the Legal Team.
- Provide an effective escalation point for the Legal Team, providing expert management of issues impacting the team and the Business.
- Escalate complex issues impacting your team, and the Business to General Counsel at the earliest opportunity, then manage and monitor agreed resolutions.
- Work with General Counsel to ensure the Legal Team budget is managed appropriately.
- Identifying when external legal support is required and ensuring external legal providers provide timely support which is value for money.
- Promote and support individual and team behaviours that demonstrate the positive benefits of Health and Safety, compliance, risk management and quality assurance. Monitor and

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promote that Legal Team members actively adhere to policies and follow processes and procedures that provide positive outcomes in these areas.

- Actively work to identify opportunities and log requests targeting better ways of working. Contribute to the implementation, monitoring and management of new ways of working.
- Ensure internal and external risks impacting the Legal Team and the Business are raised and contribute to the implementation of controls to eliminate or mitigate impacts.
- Ensure internal and external issues impacting the Legal Team and the Business are raised with General Counsel at the earliest opportunity. Work with General Counsel to implement, manage and monitor agreed resolutions.
- Provide mentoring and support for all members of the Legal Team and foster a culture of continuous learning, development and improvement within the team.

Team Performance

- Work with General Counsel to ensure the Legal team are well trained and impediments impacting outcomes, deliverables and targets are rectified at the earliest opportunity.
- Contribute to the setting of metrics and effective monitoring tools/practices that support delivery of team outcomes. Where invited, participate in organisation wide planning processes, ensuring continuity of services across Te Tumu Paeroa.
- Work with General Counsel to develop clear, measureable and challenging performance goals, driven by Te Tumu Paeroa priorities and team outputs/deliverables. Effectively manage, monitor and analyse/evaluate goals, ensuring targets are met.
- Ensure that all team outputs, deliverables and inputs into systems and applications, meet all legislative, regulatory and internal quality standards and measures.
- Meet regularly with members of the Legal Team and provide constructive feedback on individual and team performance.
- Ensure poor performance of the Legal Team is identified early and work with General Counsel to address
- Provide clear, concise and accurate reporting for General Counsel on all agreed metrics, activities and deliverables across the Legal Team.

Carry out legal work relevant to the Business

- Provide a full range of legal advice to the business teams in support of their operational business functions and directly to the Senior Leadership Team, ensuring legal risk is identified and appropriately managed in support of optimum business outcomes.
- Negotiate, draft and review contracts and other legal documents to meet business need.
- Manage disputes and litigation including drafting of all court documentation.
- Act as counsel for the Māori Trustee in the Māori Land Court, District Court, Senior Courts and other fora.
- Secure outcomes that minimise legal, financial and reputation risk to the Māori Trustee and result in commercially acceptable outcomes for the Māori Trustee.
- Proactively work with the Business to manage potential or threatened legal claims against the Māori Trustee.
- Work both independently of and with General Counsel and other members of the Legal Team depending on the nature and volume of workflows, and report in a timely and

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comprehensive manner to the General Counsel, and where appropriate Senior Leadership Team and Business Managers.

- Assist the General Counsel on any internal projects that the Legal team is involved in within the Business

Manage legal risks associated with legislative compliance

- Provide legal advice and opinions on legislation under which the Maori Trustee operates or is subject to.
- Assist the Business to develop and embed organisational processes and practices that are legally compliant and achieve desired outcomes.
- Oversee and review responses to client information requests, official information requests, and requests under the Privacy Act. Where required, assume responsibilities as the Privacy and/or AML Compliance Officer.
- Lead in-house training for the Business that assists to strengthen a culture of legal compliance and best practice.
- Work collaboratively with the Business to identify, establish and embed behaviour and practices that contribute to minimisation and management of litigation risk or the risk of complaints that may lead to a claim, including through in-house training.

Develop and maintain key precedents

- Structure, develop, draft, revise and maintain template/precedent legal documents to support core business functions ensuring legality and commercial effectiveness of business practices and transactions.

Complies to Professional Obligations

- Comply with standards prescribed by the New Zealand Law Society and as set out in the Lawyers and Conveyancers Act and relevant regulations.

Core Competencies

Ngā Pae Mōhiotanga Reo Māori

- **Pae Tahī- Te Whakahua** | A desire and ability to practise correct pronunciation of Te Reo Māori (essential).
- **Pae Rua- Te Whakarongo** | An ability to understand Te Reo Māori, a desire and ability to practice correct pronunciation of Te Reo Māori (desired).

Ngā Pae Mōhiotanga Tikanga Māori

- **Pae Tahī- Nō Ia Rā** | An understanding and living of Tikanga Māori on a day-to-day level, for example, the removing of shoes before entering a whare, washing hands at the urupa and not sitting on tables (essential)
- **Pae Rua- Te Noho Marae** | An understanding and living of Tikanga Māori on a noho marae level. Knowing and practising things such as basic karakia, waiata and one's own pepehā (desired)



Education and Experience

- At least 5 years post-admission in-house or commercial law firm experience.
- Hold a current practising certificate issued by NZLS.
- Proven experience in as many of the following areas of law: Māori land law, trusts law, estates, landlord and tenant, conveyancing and general property, commercial and contract, resource management, legislative compliance, opinion work, litigation and dispute management.
- Demonstrable ability in the provision of quality legal advice and representation which is strategic, legally accurate, solutions focused and well targeted.
- Experience in conflict management mitigation.
- Excellent legal analytical, problem solving skills and attention to detail.
- Ability to demonstrate well-structured and rational analysis and decision making.
- Work with an exceptional level of personal integrity, engender trust and credibility and always act ethically and consistently with professional obligations
- Work with a high level of integrity, resilience and sets and maintains the highest standards
- Excellent written and verbal communication skills.
- Excellent skills in building and fostering strong internal and external relationships.
- Excellent working knowledge of Microsoft Office.
- Experience with Microsoft Dynamics CRM, Dynamics NAV, SharePoint and/or M365 is a plus.
- Certification to practice conveyancing (desirable)