

Position Description – Māngai Ture | Corporate Lawyer



Role	Māngai Ture Corporate Lawyer
Reports To	General Counsel
Job Band	6
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 orange 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 Corporate Lawyer is primarily responsible for:

- Working directly with the business in all aspects of the legal work of the Māori Trustee including 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 including appearances a counsel.



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- Assisting the General Counsel of the Māori Trustee to manage the legal issues of the Māori Trustee.

Key Accountabilities

Carry out legal work relevant to the Business under the direction and supervision of the General Counsel

- Provide a full range of property and business related legal advice to business teams in support of their operational business functions, 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 needs
- 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 nature and volume of workflows, and report in a timely and comprehensive manner to the General Counsel
- Assist the General Counsel on any internal project that the Legal Team is involved in within the Business
- Manage disputes and litigation including drafting of court documentation
- Act as counsel for the Māori Trustee in the Māori Land Court and District Court
- Supervise the tenancy document preparation and debt recovery work of the business and mentor staff directly involved in carrying out this work

Manage legal risks associated with legislative compliance

- Provide legal advice and opinions on legislation under which the Māori Trustee operates or is subject to
- Assist the Business to develop and embed organizational processes and practices that are legally compliant and achieve desired Business outcomes
- 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.
- Oversee and review responses to client information requests, official information requests, and requests under the Privacy Act.
- Lead in-house training for the Business that assists to strengthen a culture of legal compliance and best practice

Develop and maintain key precedents

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

Complies to Professional Obligations



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- Comply with standards prescribed by the New Zealand Law Society and as set out in the Lawyers and Conveyancers Act and relevant regulations.
 - If applicable, meets the personal and experiential requirements specified by the Registrar General of Land and the duties, responsibilities and obligations imposed in respect of Land Register alterations from time to time by the RGL.

Organisational obligations

- Comply with Te Tumu Paeroa policies and procedures.
- Follow and promote all Health and Safety practices and instructions.

Professional and Career Development

- In conjunction with your Manager, identify areas for both personal and professional development in line with your Learning & Development Plan.

Core Competencies

Ngā Pae Mōhiotanga Reo Māori

- **Pae Tahi- Te Whakahua** | A desire and ability to practise correct pronunciation of Te Reo Māori (essential).

Ngā Pae Mōhiotanga Tikanga Māori

- **Pae Tahi- 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)

Customer Focus

- Listens to the views of our customers and make decisions in the interests of all owners as a responsible Trustee.
- Models and encourages excellent customer service and considers customers in all business development planning.
- Seeks inputs from customers to ascertain their needs.
- Addresses and resolves promptly any customer queries or concerns.

Relationship Management

- Develops relationships within and outside the organisation by working with and through people to achieve outcomes.

Teamwork / Interpersonal Skills

- Builds and maintains relationships through respect for individuals, open communication, and displaying sensitivity towards others.



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- Demonstrates an approach to working with and through others that shows a willingness and drive to embrace a culture of collaboration and ownership.
 - Works comfortably at all levels (internal and external).

Quality and Results Focus

- Is detail conscious and continually strives for greater levels of effectiveness, efficiency, and minimisation of risk.
- Sets goals, predicts and overcomes barriers to achievement.
- Maintains a focus on priorities.
- Demonstrates initiative (i.e. takes action before being asked, makes suggestions on how to improve things, attempts to resolve problems in the first instance).
- Demonstrates energy, determination, tenacity and persistence to achieve outcomes.
- Shows a commitment to continuous learning and development - thus improving capabilities for the organisation.

Higher-level Thinking and Judgement

- Sees the bigger picture / patterns and connections.
- Is perceptive and insightful – comfortable in a new environment and understands it very quickly.
- Anticipates and identifies consequences of actions and obstacles - makes sound decisions based on thorough analysis.

Integrity and Accountability

- Maintains a high standard of ethical practice, remaining fair, honest, reliable and trustworthy in dealings with all people.
- Demonstrates loyalty to the Māori Trustee vision and values through own business practices.
- Portrays a professional image to customers (internal and external) and actively supports the Māori Trustee initiatives.
- Takes responsibility for own actions.

Education and Experience

Experience/Professional Requirements

- Approx four years post-admission experience, preferably with a property law specialism
- Holds a current practising certificate issued by NZLS
- Proven experience in the following areas of law: landlord and tenant, conveyancing and general property, contract and commercial.
- Preferably some exposure in the following areas of law: Māori land law, trusts law, estates, public law, resource management
- Excellent legal analytical, problem solving skills and attention to detail. Consistently demonstrates well-structured and rational analysis and decision-making.



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- Consistently demonstrates clear and concise written and oral communication. Clearly expresses opinions, information, arguments and solutions in a variety of styles and settings
 - Consistently provides quality legal advice and representation which is legally accurate, solutions focused and well-targeted
 - Proficient to an intermediate level in Microsoft Word and Excel, with experience producing high level reporting.
 - Is able to travel for work when required

Personal

- Possesses exceptional personal integrity
- Engenders trust and credibility
- Is honest and hardworking
- Maintains confidences
- Always acts ethically and consistently with professional obligations
- Acts as a role model for the organisation; consistently demonstrating the desired behaviours.
- Respects personal boundaries of others and behaves in an appropriate manner
- Acts in a manner which enhances the reputation of the Māori Trustee and Te Te Tumu Paeroa
- Is resilient – able to work well in a pressure situation over sustained periods
- Able to achieve outstanding results through sustained actions over time in the face of obstacles.
- Is tactful and diplomatic
- Sets and maintains the highest standards.
- With limited instruction acts independently and responsibly to reach desired outcomes
- Is proactive and resourceful
- Takes responsibility for own actions and is accountable
- Assists colleagues to achieve their responsibilities and goals
- Understands when to sound-out advice or assistance from others
- Anticipates and identifies consequences of actions and obstacles - makes sound decisions based on thorough analysis.
- Constantly wanting to improve and develop
- Accepts and takes on the challenge of constructive criticism
- Enjoys being part of a team and participates in team activities and events
- Contributes to a collegial and cooperative Legal team
- Respects Māori cultural values and customs
- Demonstrates loyalty to the vision and values of the Māori Trustee through own business practices.
- Portrays a professional image to customers (internal and external) and actively supports Māori Trustee initiatives.