

Solicitor

This position description is designed to give an overview of the type of work and performance required for this role and may include other duties as required.

Who we are as an organisation and what we are about

Everything we do is related towards the achievement of our **outcome** - 'safe and secure skies to help New Zealand fly'. Our success in this is simple: we will have the following **impacts**:

Being safe – fewer people die or sustain injury while participating in the aviation system.

Feeling safe – people's choice to participate in the aviation system is not limited by perception of unsafe practices.

Our **objectives** are:

Improved sector safety performance – we target areas of risk within the aviation system, and work to diminish these risks, improving the overall performance of the system.

Effective and efficient security services – we continue to effectively identify and mitigate security threats, while making sure passengers and goods can travel smoothly.

A vibrant aviation system is one that makes a strong contribution to the wellbeing of New Zealanders, through enabling quality of life, and supporting a strong economy.

Scope

Reports to: Chief Legal Counsel

Group: Performance Monitoring and Assurance

Location: National Office Wellington

Role Overview

Provision of professional legal services and advice to the Director of Civil Aviation and to Civil Aviation Authority staff.

Core Competencies

<p>Communicates Effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</p>	<ul style="list-style-type: none"> • Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels • Attentively listens to others • Adjusts to fit the audience and the message • Provides timely and helpful information to others across the organisation • Encourages the open expression of diverse ideas and opinions
<p>Collaborates – Building the partnerships and working collaboratively with others to</p>	<ul style="list-style-type: none"> • Works cooperatively with others across the organisation to achieve shared objectives • Represents own interests while being fair to others and their areas

meet shared objectives	<ul style="list-style-type: none"> • Partners with others to get work done • Credits others for their contributions and accomplishments • Gains trust and support of others
Customer Focus - Building strong customer relationships and delivering customer centric solutions	<ul style="list-style-type: none"> • Gains insight into customer needs • Identifies opportunities that benefit the customer • Builds and delivers solutions that meet customer expectations • Establishes and maintains effective customer relationships
Instils Trust – gaining the confidence and trust of others through honesty, integrity, and authenticity	<ul style="list-style-type: none"> • Follows through commitments • Is seen as direct and truthful • Keeps confidences • Practices what they preach • Shows consistency between word and actions
Manages Complexity - Making sense of complex, high quality and sometimes contradictory information to effectively solve problems	<ul style="list-style-type: none"> • Asks the right questions to accurately analyse situations • Acquires data from multiple and diverse sources when solving problems • Uncovers root causes to difficult problems • Evaluates pros and cons, risks and benefits of different solution options
Being Resilient – Rebounding from setbacks and adversity when facing difficult situations	<ul style="list-style-type: none"> • Is confident under pressure • Handles and manages crisis effectively • Maintains a positive attitude despite adversity • Bounces back from setbacks • Grows from hardship and negative situations

Core Responsibilities

- Providing legal advice, and assisting the Chief Legal Counsel and Principal Solicitor to provide advice to the Director and staff and business groups across the CAA;
- Providing advice and interpretation of key legislation that the CAA works under and is subject to;
- Representing the Director and the CAA and instructing external legal practitioners to represent the Director and CAA in:
 - Legal, legislative, industry and other forums
 - Proceedings before tribunals and courts
 - Dealing with the aviation industry, other public and local body agencies and the general public
- Instructing counsel to take prosecutions under the Civil Aviation Act 1990 and retains, briefs, and oversees counsel to do so
- Providing assistance with the prevention or equitable resolution of disputes in which the CAA or the DCA might become involved
- Promoting, developing, maintaining and fostering the CAA interest in dealings with government departments, agencies, State Owned Enterprises and the Ministry of Transport; including representing the CAA view in matters raised in discussion papers

- Promptly identifying issues beyond own expertise and relates them to senior members of the Legal team for advice and guidance
- Finding strategic solutions to legal problems
- Provision of specialist advice relating to public law issues, including the principles of natural justice and administrative fairness
- Taking a proactive role in providing advice and opinions with respect to legal risk management
- Drafting, and assisting CAA employees, as assigned, to draft legislation, including the Civil Aviation Rules and in particular:
 - Making proposals for amendments to existing legislation
 - Presenting written analysis of issues relating to the critical factors affecting proposed legislation including alternative strategies and their consequences
 - Providing a consistent style and approach to the presentation of text and maintaining control of drafting standards
 - Assisting in the passage of proposed legislation through the industry consultation process
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- Providing case summaries on relevant court decisions
- Identification of issues beyond own capability and obtains advice/guidance as required
- Provide training to CAA employees on relevant legal issues
- Contribution to the development of CAA legal resources, including the legal, opinion database and legal library

Client Relationships

- Delivers services and/or advice in a consistently competent, professional and timely manner
- Establishes good working relationships throughout the CAA by proactively engaging in and maintaining open channels of communication
- Responds promptly to queries and identify and discuss relevant legal issues not specifically recognised by the person requesting advice
- Understand client issues and address them appropriately
- Carry out work and conduct interpersonal relationships in a way that supports the Authority's commitment to the principles of Diversity and Inclusion and the Treaty of Waitangi.
- Contribute to, maintain knowledge of, and practices Health and Safety processes and initiatives.

Outcomes

- The reputation of the CAA as an effective regulator is maintained and enhanced
- CAA receives professional, effective representation on legal matters
- Litigation matters are effectively actioned and counsel is monitored throughout the process
- Open and effective communication is consistent and continuous

- Positive, constructive relationships with the aviation industry, government and Ministerial agencies are maintained
- Legislation is professionally drafted, researched and analysed
- Legal Services provides sound, sustainable and professional advice
- Legal risk to CAA appropriately identified and managed
- CAA is kept up to date with legal developments
- All clients (external and internal) of the position receive accurate, impartial advice and courteous, effective service that meets their needs
- The Authority is a safe workplace and meets legislative standards

Skills and Experience to be Successful

- Qualified solicitor, having completed a tertiary qualification (LLB)
- Current membership or eligibility for membership in the New Zealand Law Society. (Practicing certificate)
- A minimum of 3 years post-admission experience in providing legal advice in the private practice of law or as a solicitor in a government department or agency or relevant/similar role
- Experience in public and administrative law, health and safety, international law, aviation law or litigation

Preferred:

- An understanding of the NZ legislative and regulatory framework and other statutory requirements, particularly in relation to public law.
- Familiarity with District Court and High Court procedure
- An understanding of administrative law principles and their application to statutory decision making

Skills & Abilities:

- Sound written and oral communication skills.
- Decision making skills, sound judgement and integrity
- Quality and systems orientated
- Sound judgement and integrity
- Good networking skills with the ability to build relationships across organizational boundaries and within the industry
- The ability to build professional and technical credibility – both within the CAA and the industry