

<b>POSITION TITLE:</b>	Senior Solicitor		
<b>GROUP:</b>	Corporate Services	<b>SECTION:</b>	Legal, Compliance and Risk
<b>REPORTS TO:</b>	Chief Legal Advisor		
<b>RESPONSIBLE FOR:</b>	NA		
<b>GRADE</b>	20		
<b>DATE REVIEWED:</b>	August 24	<b>JOB NUMBER:</b>	

#### HBRC STRATEGY

##### Our Vision:

We want a healthy environment and a resilient and prosperous community.

##### Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

##### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

##### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

This job exists to support the Chief Legal Advisor to provide an in-house legal function for HBRC. The Senior Solicitor will ensure that high quality, consistent, effective and efficient legal advice is provided business groups across HBRC. The role will involve identifying, communicating and mitigating legal issues on behalf of Council by providing advice internally and liaising with external lawyers to ensure that Council activities and decision-making are supported by well-considered management of risk and liability.

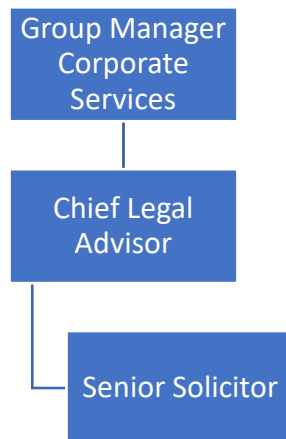
#### TEAM GOALS

The Legal, Compliance and Risk Team provides legal, compliance, risk, assurance, information and quality management advice to Hawke's Bay Regional Council. It provides the following roles and functions as part of the Corporate Services Group:

- Supporting and providing advice to the Chief Legal Counsel.

- Ensuring the provision of high quality, consistent, effective and efficient legal advice across HBRC.
- Leading the implementation and consistent application of various frameworks, policies and supporting structures that are best practice and fit-for-purpose in local government.
- Overseeing and implementing appropriate oversight and control over corporate compliance obligations at HBRC.
- Auditing and monitoring risk through defined risk assessment and management frameworks ensuring risk tolerances are defined and communicated.
- Evaluating the adequacy, effectiveness and efficiency of the systems and processes used by the Council.
- Providing specialist advice and support services to internal staff on records and document management.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Provide quality legal advice and support across all of Council.
- Facilitate, participate and/or conduct negotiation, mediation and resolution of legal issues, including the management of legal proceedings involving Council, in areas of expertise, as required.
- Conduct legal and organisational risk training.
- Engage with and/or monitor external contacts to ensure satisfactory implementation.
- As required, oversee Court proceedings including preparation of Court documents and ensuring staff adhere to Court timeframes.
- Enhance capability, understanding and awareness of legal, organisational risk and legislative compliance matters across the organisation.
- Establish and maintain effective working relationships with internal and external contacts.
- Undertake other duties assigned, as required by the Chief Legal Advisor.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Chief Legal Advisor
- Group Managers
- Executive Team
- Elected members
- Team members
- Councillors

### External

- Consultants and contractors
- Government agencies and departments
- Other regional and local authorities
- Technical and legal professionals
- Iwi and other community groups
- Members of our community

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under

our purpose statement, “working with our community” is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

## **CONTINUOUS IMPROVEMENT**

All Hawke’s Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Showing a strong team commitment, as indicated by peer feedback and your Manager’s assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## **HEALTH AND SAFETY**

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC’s accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

## **EMERGENCY MANAGEMENT**

When a Civil Defence event happens, you may be required to assist with carrying out the Council’s Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC’s role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.

- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required

- Bachelor of Laws (LLB) Degree (or international equivalent);
- Admission as a Barrister and Solicitor of the High Court of New Zealand; and
- A current legal practicing certificate from the New Zealand Law Society, or ability to acquire one.
- 7+ years post-qualification experience.
- In-house legal experience, particularly in the public sector, is desirable.
- Valid driver's licence required

### Knowledge and skills

The following indicates what would typically be expected for this role at a competent level:

- Knowledge of relevant legislation applicable to a Regional Council and local government.
- Expertise in commercial law, including contract negotiation, corporate transactions, and regulatory compliance, with strong analytical and problem-solving abilities.
- Understanding of local government legislation, strategic and statutory policy development, planning processes, and regulatory roles and instruments.
- Ability to provide timely, pragmatic, strategic and solutions-based advice.
- Strong research and analysis skills.
- Excellent oral and written communication skills.
- Competent in Microsoft Office packages, databases and financial systems

### Personal Attributes

- Prepared to challenge the status quo – displays courage, initiative, sound judgement and innovative thinking
- Collaborative and collegial working style – works towards shared vision and goals
- High level of personal resilience and emotional intelligence – can take and deal with the knocks
- Courteous and professional – displays confidentiality, honesty and integrity
- Effective co-ordination, influencing, conflict resolution and negotiation skills
- Cultural empathy and awareness
- Strong communication skills including written and oral presentation skills
- Sound decision making skills
- Effective time management, self-motivated and able to work unsupervised
- Ability to cope well with change
- Desire to enhance knowledge and skills

### Awareness

- Community, cultural and political awareness.
- Understanding of Te Tiriti o Waitangi and its application in public administration.

## CHANGES TO JOB DESCRIPTION

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

## ACKNOWLEDGEMENT

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name