

Position title – *Legal Counsel*

Why we need you.

EFTPOS in New Zealand had a fairly humble beginning, launching in 1984 via a bank computer connected to a Woolworths Supermarket and Shell Service Station. Today, Paymark EFTPOS is deeply embedded and trusted by New Zealanders when paying for goods and services. We are the middleman, empowered to move money from the customer's account to the merchant's account, and do it reliably, safely and securely. To date, we have put through over 16 billion transactions, worth an estimated \$700B, and worked with over 120,000 merchants, covering 75% of the market.

The last few years has seen Paymark change and evolve dramatically, with a deliberate focus on building for the future, Paymark has established new and unique digital capability combined with our world-class core network. This has underpinned various new products that have been launched to market, new ways of working and brought many new people into the organisation.

To ensure robust governance of our business, the legal team provide advice to the company in relation to corporate and commercial issues. We need you to partner with the business by providing legal expertise towards commercial decision making and ensure that all operations are compliant with relevant legislation.

What you are going to be doing.

This is a generalist legal role where you will be expected to pitch in across a number of different tasks and activities. In a normal week though you should expect to be spending most of your time on:

- **Advice** - to the business on legal aspects of their defined areas, through interpreting legal documentation, supplier contracts and advising on the most appropriate course of action. You'll be providing general legal support to the company in relation to employment relations issues, corporate and commercial issues with particular emphasis on the banking and finance, IT and telecommunications sectors
- **Review** - you'll be analysing the company's legal and corporate risk and offering alternatives and recommendations as required and researching all legislation affecting the company and ensuring that relevant departments within the company are informed of new or proposed legislation and policy.
- **Agreements & Documents** - you'll be working with internal and external legal counsel to create new template customer agreements and work with customers with the objective of replacing existing contracts with the new templates. You'll be drafting court documents and appearing in court (where applicable) to represent the company and/or briefing external counsel on legal issues
- **Contracts register** – you'll be expected to keep this up to date and also establish and maintain a folder for template contracts, instructions for completion of contracts and educate staff in the use of the contracts
- **Negotiating and Liaising** - on major contracts on behalf of the company as well as with government officials on matters that effect the company's present and future activities. You'll also work with the company's patent attorneys to protect and exploit the company's intellectual property
- **Educating**: you'll be preparing and presenting educational sessions to internal staff

What we need you to be good at.

In order to provide robust advice to our business we need you to have strong analysis and interpretation skills. You'll have exceptional written and verbal communication skills and you'll apply a professional, adaptable approach to all your dealings. Most of all you'll be a great team player and collaborate closely with others.

What you can expect from your team.

Reporting to the General Counsel, you'll be working with another Legal Counsel and a Legal Advisor too. We work really collaboratively as a team and support each other in sharing the workload and making it a great place to work.

Who you will work with outside your team.

This role will have widespread exposure across the business and you can expect to work with people from our Sales, Products, Risk & Compliance teams as well as our external legal advisors.

Do you qualify?

You'll have:

- Extensive knowledge of all law relevant to Paymark's operations
- Law degree
- At least seven years' postgraduate legal experience in broad range of areas
- Commercial law experience essential
- Experience of drafting contracts and contract negotiation
- NZLS Practising Certificate

Expected Paymark Values:

Be Customer Obsessed – We are committed to seeing things from our customer's point of view so we can deliver value across everything we do. You need to think from the outside-in not from the inside-out in order to make everything simple for our customers.

Trusted – We believe that trust is always given and never earned. It is the foundation upon which we build our relationships, unite our teams, deliver on our responsibilities and allow us to celebrate our successes genuinely. Whenever we are faced with doubt, we always do what's right.

Be Courageous – We exist in an industry undergoing disruption, so adapting to constant change with a positive outlook is crucial. You need to bring your own experiences and knowledge to help us solve our complex problems but you must be brave enough to try and then brave enough to fail fast and try again.

Be United – We are committed to open, transparent and genuine communication throughout our business and with our customers, partners and suppliers. We know that what we achieve as a team will always trump what we achieve as individuals, so you need you to draw strength from collaboration, diversity and teamwork.

Be Passionate – We make the most of opportunities that surround us because we go the extra mile for our teammates, our business and our customers. We set high standards for our business and our teams and you need to strive to be the best you can be to help us reach our goals. At all times, we give a damn about what we do.

The Formal Stuff:

- Department – *Legal*
- Reporting to – *General Counsel*
- Direct Reports – *none*
- Delegated Authority – *none*