

# POSITION DESCRIPTION

## POSITION DETAILS

Position Title: Law clerk, Government Legal Network Summer Clerk Programme

Employing Department: [Department Name to be Inserted Here]

Location: Wellington [or Auckland]

Date: November 2020

## GLN BACKGROUND

The Government Legal Network is home to over 1200 lawyers who work in a variety of ministries, departments, Crown entities, commissions and research institutes. Our lawyers work across the country to protect the rule of law, and to maintain the integrity of our constitutional democracy. We help the Government implement its policies lawfully and - as a result - support New Zealanders to benefit from a society that is safe, just, environmentally sustainable and economically progressive. As lawyers in the Government Legal Network, we are lawyers for New Zealand.

We are advocates and advisors. Every day, government lawyers are negotiating and overseeing some of New Zealand's largest contracts and international agreements; informing the Crown's role as a Treaty partner; considering how resources are maintained for future generations; drafting legislation and working closely with policy colleagues; and upholding the rule of law through public and Crown prosecutions.

We practise in every major area of law, including international law; environmental law; Treaty of Waitangi; resource management; human rights; privacy; public and administrative law; health law; commercial law; revenue; ICT law; property law; and criminal law.

We are led by the Solicitor-General as head of the government legal profession. The expectation for our quality of service is high and we value honesty, innovation and leadership in our colleagues. We also value compassion and integrity. Our legal teams are collaborative, rewarding and supportive places to work. If you are motivated by a sense of challenge, and a desire to contribute to meaningful outcomes, we invite you to start your career with us.

## POSITION PURPOSE

GLN Summer Clerks will provide junior-level legal and administrative support to departments in administering their portfolio of legal advice and services.

Putting your academic skills into practice, you will:

- learn about the areas of law relevant to your department's work programme
- develop insight as to the machinery of government
- receive excellent on-the-job mentoring from colleagues in your team
- enhance your relationship-management abilities
- build contacts across the Government Legal Network.

## ROLE SCOPE AND ACCOUNTABILITIES

As a GLN Summer Clerk you can expect your responsibilities to include, but not be limited to:

- assisting with legal research
- creating or maintaining legal resource databases and libraries
- drafting summaries and other documents
- attending meetings with colleagues
- observing court hearings
- providing general administrative support
- building and maintaining trusted relationships with stakeholders - internal and external, across different levels of seniority
- participating effectively in team situations while maintaining a proactive approach to individual workload.

Generally the work you will undertake will involve matters of low legal risk. You may be required to assist with matters involving higher risk at your Manager's discretion and with the appropriate degree of supervision.

## OTHER ACCOUNTABILITIES

As members of the Government Legal Network, and ambassadors of the GLN Summer Clerk Programme, you will be invited to participate in GLN facilitated learning and development programmes and networking events. You may be asked to provide video and/or written profiles to promote the next clerk recruitment round.

## REPORTING LINES

Your primary employer throughout the programme's duration will be [Department Name Here]. Your lead manager will be [Manager Name Here]. They will hold primary responsibility for objective setting, provision of feedback and other formal aspects of your employment.

## INDICATORS OF SUCCESS

| Key responsibility                                      | Indicators of success  |
|---|--|
| <b>Legal Support and Administration</b>                 | <p>Work completed shows:</p> <ul style="list-style-type: none"> <li>• a methodical approach</li> <li>• a good level of personal organisation</li> <li>• minimal errors</li> </ul>  |
| <b>Drafting</b>   | <p>Work completed shows:</p> <ul style="list-style-type: none"> <li>• competent understanding of the law and relevant processes</li> <li>• a good understanding of departmental obligations and needs</li> <li>• adept identification of the facts and marshalled reasoning</li> <li>• minimal errors</li> <li>• eloquent, concise expression</li> </ul>                 |
| <b>Relationship management</b>                          | <p>The GLN Summer Clerk displays a:</p> <ul style="list-style-type: none"> <li>• genuine ability to engage well with all levels of seniority</li> <li>• confident, courteous style grounded in credibility</li> <li>• proactive approach to building relationships</li> <li>• desire to engage with the wider GLN</li> <li>• collegial, team-focused approach</li> </ul> |
| <b>Managing own tasks and participating in projects</b> | <p>The GLN Summer Clerk:</p> <ul style="list-style-type: none"> <li>• shows a degree of self-management - prioritising workload, raising queries in a timely manner</li> <li>• actively seeks advice during uncertainty</li> <li>• suggests solutions to problems identified</li> <li>• identifies learning needs and opportunities</li> </ul>                           |
| <b>Participating effectively in groups and teams</b>    | <p>The GLN Summer Clerk:</p> <ul style="list-style-type: none"> <li>• works effectively within a group, including receiving tasks</li> <li>• acknowledges the contribution of others</li> <li>• listens actively in team settings</li> <li>• gives and receives feedback with grace</li> <li>• willingly helps colleagues in times of peak workflow</li> </ul>           |
| <b>Integrity</b>  | <p>The GLN Summer Clerk:</p> <ul style="list-style-type: none"> <li>• models behaviours consistent with the State Services Commission's Standards of Integrity and Conduct</li> <li>• contributes towards a positive, cheerful working environment</li> </ul>  |

- admits mistakes openly and learns from them
- takes feedback on board
- maintains a well-rounded and honest view at all times

#### **Safety and wellbeing**

The GLN Summer Clerk:

- takes all practicable steps to ensure own and others' safety
- complies with relevant safety and wellbeing policies and procedures
- reports all incidents in a timely fashion

### **COMPETENCIES**

#### **Reasoning**

- Analytical, conceptual and incisive thinking
- Isolates and addresses relevant issues clearly
- Logical path from concept to conclusion

#### **Knowledge and skills**

- At a minimum of 300 level study in their LLB degree with consistently good grades throughout and/or high academic potential
- Capable problem-solving skills
- Excellent ability for both oral and written communication
- Natural affinity for interpersonal relationships and teamwork
- (Desirable): good understanding of the machinery of Government, Public Sector obligations and Te Tiriti/Treaty of Waitangi principles

#### **Emotional intelligence**

- Self-motivated, results-focused
- Self-aware regarding strengths and weaknesses
- Tactful yet confident when dealing with others
- Invites and accepts feedback
- Values other perspectives and cultures

#### **Organisational commitment**

- Willingly undertakes any duty required within the context of the role
- Displays a high degree of personal integrity in dealings with others
- Complies with all legislative and regulatory requirements associated with the role and departmental contexts
- Adheres to departmental and State Services Commission Standards of Integrity and Conduct