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| Graduate Lawyer/Lawyer/Senior Lawyer Legal Services |  |
| Our purpose **Manaaki tangata, Manaaki whānau**  We help New Zealanders to be safe, strong and independent | |
| Our commitment to Māori As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori,  whānau, hapū, Iwi and communities to realise their own potential and aspirations. | |
| The outcomes we want to achieve  |  |  |  | | --- | --- | --- | | New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential | | |
| We carry out a broad range of responsibilities and functions including  |  |  | | --- | --- | | * Employment, income support and superannuation * Community partnerships, programmes  and campaigns * Advocacy for seniors, disabled people  and youth | * Public housing assistance and emergency housing * Resolving claims of abuse and neglect in  state care * Student allowances and loans | | |
| ****Our strategic direction****  |  |  |  | | --- | --- | --- | | **Mana manaaki** A positive experience every time | **Kotahitanga** Partnering for greater impact | **Kia takatū tātou** Supporting long-term social and economic development | | |
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| ****He Whakataukī\*****  |  |  | | --- | --- | | Unuhia te rito o te harakeke Kei hea te kōmako e kō? Whakatairangitia, rere ki uta, rere ki tai; Ui mai ki ahau, He aha te mea nui o te ao? Māku e kī atu, He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbush Where will the bellbird find rest? Will it fly inland, fly out to sea, or fly aimlessly; If you were to ask me, What is the most important thing in the world? I will tell you, It is people, it is people, it is people | | ***\**** *We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī* | | | |

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| Position detail |
| **Overview of position**  To deliver legal services to the Ministry. The role provides legal advice, legislation and advocacy services on the range of operational and corporate issues facing the Ministry. The role will also help the Ministry identify legal risk and put in place strategies to manage that risk and identifying legal issues of importance to the Ministry.  **Location**  National Office  **Reports to**  Team Manager as appropriate |
| Key responsibilities **Legal Advice and Services**  *Graduate Lawyers will:*   * Provide high quality legal advice and advocacy (under supervision) for the Ministry * Develop a broad overview of legal issues with the Ministry * Develop professional expertise in one or more areas of Legal Services * Maintain a high standard of personal integrity in all matters and ensure Ministry processes and protocols are followed * Provide up to date resources to management and staff (in the area or areas designated) by way of education and materials in law related areas, where required * Assist with training and education of management and staff on their legal duties and obligations, where required * Assist with the coordination and liaison with Crown Lawyers, other practitioners, Courts and other agencies throughout the area or areas assigned * Assist in the development of instruction to the Crown or other lawyers to conduct legal business for the Ministry   *Lawyers will also:*   * Provide high quality legal advice and advocacy for the Ministry * Provide support and assistance to managers in the management of legal issues and risk * Initiate and provide specialised non-adversarial dispute resolutions and negotiations as required * Actively promote the services available from Legal Services * Assess the need for training and education with clients and develop/deliver tailored training where necessary and as requested * Contribute suggestions for the initiation or amendment of the Ministry’s policies and legislation * Be responsible and accountable for the conduct of proceedings in the District Court/Family Court/Youth Court or other Tribunal as required * Represent the Ministry in any other legal proceedings as required * Coordinate and liaise with Crown Lawyers, other practitioners, Courts and other agencies throughout the area or areas assigned * Instruct the Crown or other solicitors to conduct legal business for the Ministry as required   *Senior Lawyers will also:*   * Provide assistance/mentoring to other legal staff * Help clients manage the overall legal risk and develop strategies, plans and actions to address these risks * Identify improvement opportunities in area of practice and ensure operating procedures are based on best practice * Provide legal advice and advocacy to senior management throughout the Ministry as required * Actively participate in and contribute to future planning for Legal Services (where appropriate)   **Relationship Management**  *Graduate Lawyers and Lawyers will:*   * Develop and maintain relationships with key stakeholders * Maintain a client focused approach * Assist in building appropriate levels of understanding among key stakeholders of the operations, imperatives and constraints of the Ministry * Assist in building and maintaining close cooperative relationships with key external providers of Legal Services (both public and private sector)   *Senior Lawyers will also:*   * Establish and build strong working relationships at all levels of the Ministry and within the legal profession.   **Team and Individual Performance**  *Graduate Lawyers and Lawyers will:*   * Participate in the development and operation of projects which include team members and others throughout the Ministry * Contribute to team communication activities * Identify and act on personal learning and development opportunities * Participate in peer review of own and others work   *Senior Lawyers will also:*   * Lead projects which include team members and others throughout the Ministry as required * Provide leadership, mentoring and coaching within Legal Services   **Leadership**  *Senior Lawyers will:*   * Provide assistance, mentoring and coaching for less experienced legal staff * Provide leadership at a site or sub-team level, including (as directed by the manager) the allocation and supervision of work by others * Work with managers, identify mentoring, training and development needs for team members within the designated areas of expertise, skill or knowledge and work with the manager to see these needs are met * Actively encourage others and seek out opportunities for process improvement * Guide and support colleagues; motivating legal staff to achieve set objectives * Contribute to practice development and innovative delivery approaches within the team across Legal Services |
| Embedding Te Ao Māori |
| * Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the status quo of MSD. * Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi. |
| Health, Safety and Security |
| * Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework * Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures |
| Emergency Management and Business Continuity |
| * Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team. * Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures. |
| Know-how |
| **All levels will have:**   * Been admitted as a Barrister and Solicitor in New Zealand and have (or be eligible for) a practicing certificate * Good computing skills and typing ability and be competent working with MS Office and relevant Ministry IT programmes and applications   *Graduate Lawyers will have:*   * Some experience or the ability to quickly acquire experience in the application of relevant areas of law in which the Ministry operates * A sound understanding of issues relevant to the Ministry’s business * Some experience or the ability to acquire practical experience in providing advice clients   *Lawyers will also have:*   * Legal practice experience * Expertise in the application of relevant areas of law in which the Ministry operates * A strong understanding of policy and practice issues relevant to the Ministry’s business * Practical experience providing high quality advice to clients or in conducting cases and appearing before Courts and Tribunals * Sound knowledge of the justice systems, the parliamentary system and Public Service administration   *Senior Lawyers will also have:*   * Extensive expertise in relevant areas of law in which the Ministry operates * Experience in the development of and adaptation of policy and practice issues to ensure continuous improvement is made * Extensive experience providing advice to clients within a complex political environment or in conducting cases autonomously and appearing before Courts and Tribunals |
| Key Relationships |
| **Internal**   * Chief Legal Advisor * Other Legal managers and staff * Ministry managers and staff   **External**   * Relevant external agencies, in particular Crown Solicitors, Crown Law, Legal Practitioners, the Judiciary, Courts and the Law Society. |
| Other |
| **Delegations** |
| * Financial – No * Human Resources - No   **Direct reports** No  **Security clearance** No  **Children’s worker** No |
| Limited adhoc travel may be required  May require after hours work |