

Role Description

Role Details	
Title	Senior Solicitor
Manager Title	Legal Services Manager
Group	Policy and Regulatory Services
Band	F
Date	March 2024
Approved By	Chief Legal Adviser

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

The purpose of this role is to enable and support conservation with expert legal services to the Director-General, other internal customers and business groups.

Key working relationships

Internal	External
Peers and colleagues in Legal Services Chief Legal Adviser and Legal Services Managers Senior managers including the Director-General and other staff	Crown Law Office Parliamentary Counsel Office Te Arawhiti Other government legal advisers Regional and local authorities Iwi Organisations

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Accountabilities

Accountability	This includes...
Legal advice and support	Provide senior legal input and advice on Departmental activities, legislation administered by the Department and other agencies, other internal customers, and business groups Provide appropriate, timely, clear, concise, constructive and legally robust legal advice and advocacy to senior management as required Solve legal issues and problems and assess legal risk regularly Advance the Department's strategic position in providing legal advice and support Draft, for the Chief Legal Adviser, instructions to the Crown or other solicitors to conduct legal business for the Department as required
Legislation (where relevant)	Provide leadership in preparation and review of Ministerial and Cabinet papers to ensure they meet desired outcomes and comply with Cabinet Office rules and legislative advice Prepare and review drafting instructions and ensure that they clearly set out desired policy outcomes. Ensure that advice to select committees is in accordance with government directions and Ministers' instructions Anticipate likely issues and develop appropriate strategies and solutions Ensure legislative process is deftly, effectively, and professionally managed

Accountability	This includes...
	<p>Lead the debrief on legislative initiatives to ensure that information and learnings are shared with others and carried out within 6 weeks of passage</p> <p>Take a lead role in monitoring changes in legislation and communicating relevance to the Department</p>
Litigation (where relevant)	<p>Lead provision of an efficient litigation practice for the Department</p> <p>Provide senior specialist legal input to submissions, notices of appeal and other court documents</p> <p>Act as the legal lead in large, or complex, or high-risk cases, including drafting legal submissions and briefing evidence</p> <p>Appear before councils, Boards of Inquiry and other decision-making panels on behalf of the Director-General and Minister on conservation matters</p> <p>Provide advice and support for others on litigation case management and strategies</p> <p>Keep the Minister, Director-General and other relevant managers informed of progress of litigation</p> <p>Lead debriefs of litigation etc at conclusion of cases or processes and ensure that information and learnings are shared and utilised within six weeks of decision</p> <p>Keep up to date with case law, inform others and lead training sessions to impart learnings.</p>
Leadership	<p>Lead projects which include team members and others throughout the Department as required</p> <p>Assist, coach and mentor legal colleagues</p> <p>Provide leadership in the allocation and supervision of work within the team and provide supported stretch learning experiences</p> <p>Work with manager to 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</p> <p>Guide and support colleagues; motivating legal staff to achieve set objectives</p>
Process and quality	<p>Work with managers to proactively establish, maintain, and monitor effective quality assurance mechanisms within designated areas of expertise, skill, or knowledge, ensuring all work meets or exceeds national service standards</p> <p>Actively encourage others and seek out opportunities for process improvement</p>

Accountability	This includes...
	<p>Manage legal quality, capacity, and consistency e.g. training, peer reviews, templates, Standard Operating Procedures</p> <p>Lead practice development and innovative delivery approaches across Legal Services</p> <p>Contribute to DOC Advocate from time to time</p> <p>Actively contribute to future planning for Legal Services (where appropriate)</p>
Collaboration and relationship management	<p>Work collaboratively with teams across DOC and contribute effectively to cross-functional teams</p> <p>Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations</p> <p>Represent DOC and coordinate cross-agency initiatives within area of responsibility</p>
Work management and delivery	<p>Deliver on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identify critical issues and risks and ensure they are constructively raised and addressed</p> <p>Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p>

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>LLB or higher and holds a NZ practising certificate</p> <p>Six or more years' practical legal experience</p> <p>Extensive expertise in areas of law in which the Department operates, and how the principles of the Treaty of Waitangi relate to DOC's work</p> <p>Intellectual and organisational skills and maturity of judgment to handle a complex, large and demanding workload with a high degree of autonomy</p> <p>Leading, mentoring, and coaching skills</p> <p>Skilled in developing and adapting policy and practice issues to ensure continuous improvement</p> <p>Expertise in providing advice to clients in a complex political environment</p> <p>Skills and experience in conducting cases autonomously and appearing before Courts and Tribunals</p>



Capabilities Required	
Collaboration, relationship building, communication and interpersonal skills	Interacts productively with a wide range of people Seeks and considers other perspectives Works effectively to solve problems, gains trust easily and supports peers Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of role
Delivering results	Keeps abreast of trends; and aligns work with vision and strategy Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Knowledge of requirements for effective engagement with Māori Able to use day-to-day te reo and tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).