

SOLICITOR

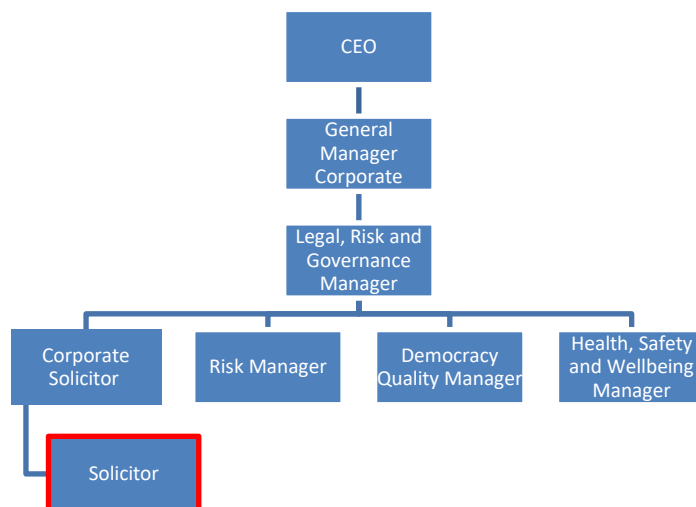
POSITION DESCRIPTION

POSITION INFORMATION

Group	Corporate
Team	Legal, Risk, and Governance
Reports to	Corporate Solicitor
Direct Reports	Nil
Primary Location	The Base – 86 Ruapehu Street Taupo
Financial Authority	\$Nil

TEAM STRUCTURE

Organisation structure of the position in relation to direct team



POSITION PURPOSE

To support the Corporate Solicitor through the delivery of high-quality legal advice to ensure compliance with all legislative requirements in order to manage risk to the organisation, with an emphasis on property and iwi co-governance matters.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Legal Advisory	<ul style="list-style-type: none"> Council conducts its business in a manner that complies with all relevant statutes, regulations, policy and Standing Orders Council decisions and practices are defensible and sound from legal, commercial and risk management perspective Provide advice on complex official information requests and LIM matters Agendas provide appropriate legal advice to Council and suggested resolutions are legally sound TDC staff are fully informed regarding legal requirements and implications and are enabled to make informed decisions and meet legislative requirements
Negotiating, Drafting and Reviewing Contracts	<ul style="list-style-type: none"> Negotiate contracts on Council's behalf in accordance with instructions received Contracts drafted and/or reviewed in a timely manner, including providing advice on appropriate allocation of risk and impact of contractual terms
Property matters	<ul style="list-style-type: none"> Legal aspects of Council land transactions (including sales, purchases, disposals, leases, licenses, easements, registration of instruments, consents and property management & development matters) are actioned quickly and professionally All land transactions comply with the legislative requirements, relevant Council policy and are duly authorised by resolutions of Council. Property related agreements and instruments are appropriately drafted and actioned quickly and professionally Accurate legal advice on Reserves Act, Public Works Act, Local Government Act and associated legislation (particularly as it relates to property and infrastructure matters) land status matters, and the nature and effect of legal instruments, unregistered interests, and property related agreements is provided
Iwi Co-governance	<ul style="list-style-type: none"> Provide legal and project team member support on projects involving co-governance partnership agreements (e.g. Mana whakahono a Rohe, Joint Management Agreements) Iwi Co-Governance agreements are negotiated and drafted in accordance with instructions, and risk is appropriately managed
Key projects/Project Management	<ul style="list-style-type: none"> Management/Corporate Solicitor satisfied with the management of key projects directed to be managed by management and/or Corporate Solicitor Enquires are responded to in a timely manner

Responsibility	Key Functions/outcome
Records and Reporting	<ul style="list-style-type: none"> Produce accurate reports as required for managers and/or the executive team Records & Files are kept up to date, accurate and accessible
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by your manager or the executive team
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Ratepayers Tangata Whenua Public External Legal Advisors External Professional Consultants Fellow legal practitioners/firms Central Government Departments and Agencies e.g. DOC, NZTA Other Local Authorities NGO's Developers and Contractors Commercial Operators Community Groups and Clubs 	<ul style="list-style-type: none"> Councillors Council Committees Mayor Chief Executive Officer Executive Team Taupo District Council Staff – in particular, Reserves, Infrastructure and Property staff

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We're in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • University degree in law • Qualified Barrister and Solicitor • Current Practising Certificate 	<ul style="list-style-type: none"> • Post graduate qualification in relevant discipline

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • 5+ years post-qualification experience 	

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Broad property and/or commercial law experience, including leasing, licensing, disposals and acquisitions 	<ul style="list-style-type: none"> • Legal experience dealing with local government matters • Prior in-house local government legal position • Legal risk and liability management experience • Experience in iwi co-governance space

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		