Te Tāhuhu o te Mātauranga
Ministry of Education

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Legal Coordinator

Business Group	Te Pou Rangatōpū | Corporate
Location	Wellington
Salary band	A5

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at Role and purpose - Te Kawa Mataaho Public Service Commission**.**

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga| Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Legal Coordinator provides administrative, coordination, litigation and operational support to the Legal & Privacy Division, enabling the team to deliver high-quality legal and privacy services across the organisation. The role acts as the central coordination point for the Legal & Privacy Division, supporting the Chief Legal Advisor and Managers with diary management, meeting coordination, financial administration, reporting, and general legal administration functions. The Legal Coordinator plays a key role in ensuring the efficient operation of the Legal & Privacy Division through effective organisation, attention to detail, and proactive support.

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Ngā Haepapa | Accountabilities

As a Coordinator within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Contribute to the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Build capability in others through quality assurance, and proactively sharing knowledge and expertise.

As the Legal Coordinator, you will:

Executive and Management Support

- Provide diary management support for the Chief Legal Advisor and Managers.
- Undertake inbox triage and email management support for the Chief Legal Advisor, exercising judgement to prioritise correspondence, coordinate responses, and escalate urgent matters as required.
- Schedule and coordinate meetings, workshops and stakeholder engagements.
- Prepare meeting packs and supporting information.
- Record and track actions arising from meetings.

Financial Administration

- Raise and manage purchase orders in accordance with organisational policies.
- Process legal and privacy division invoices through internal finance systems.
- Prepare and process expense claims and supporting documentation.
- Maintain records of legal expenditure and commitments.
- Prepare monthly accruals and supporting documentation.
- Support budget monitoring, forecasting and reporting.
- Liaise with internal finance teams and external providers regarding invoice queries and approvals.

Litigation support

- Support the management of litigation and other legal proceedings, including employment matters, prosecutions and tribunal appearances.
- Maintain accurate litigation records, registers and matter files, ensuring information is complete, up to date and appropriately secured.
- Prepare, maintain and update chronologies
- Compile, paginate, index and quality assure electronic and hard-copy document bundles for court proceedings, mediations, etc.
- Assist with document management and discovery processes, ensuring records are accurately maintained, accessible and compliant with legal and evidential requirements.

- Lodge and file legal documents with courts, tribunals and other external bodies in accordance with procedural deadlines and filing requirements – for example, lodging statements of problem, mediation requests and records of settlement with MBIE.
- Coordinate the service, receipt and tracking of litigation-related documents and correspondence.
- Monitor litigation deadlines, court timetables and key milestones, escalating risks and upcoming actions as required.

Legal administration and Team Support

- Provide administrative support to the Legal & Privacy Division.
- Monitor and triage the Legal and Privacy team inboxes, allocate requests as directed, track incoming work, and alert Managers to new or urgent requests requiring attention.
- Coordinate and maintain team calendars, planning activities, and key deadlines.
- Prepare, collate, and distribute meeting materials, agendas, and presentations.
- Maintain well-organised team records, registers, templates, information, work items, and filing systems in accordance with agreed processes and requirements. Support onboarding activities for new team members. Coordinate travel, accommodation and logistics arrangements as required.
- Support reporting and analysis by gathering data, preparing reports and dashboards, and identifying relevant insights, patterns, and trends.
- Maintain legal registers and databases.
- Support records management requirements.
- Support planning and performance reporting.
- Assist with papers, briefings and presentations.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience working in a project coordination, team administration or other coordination role.
- Excellent time management and organisational skills.
- Experience in administration, coordination, executive support or legal administration.
- Diary management and meeting coordination experience.
- Invoice processing and finance administration experience.
- Accrual preparation and month-end support experience.
- Strong Microsoft 365 skills, including advanced proficiency in Excel for reporting, data analysis, reconciliations, accrual preparation, and financial administration.
- Experience working in a legal team is desirable, but not essential.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

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- Proven ability to maintain utmost integrity in all interactions and treating all information you are party to in your role as confidential.
- A track record of excellent customer service focus and dedicated to meeting the expectations and requirements of internal and external customers.
- Proven ability to establish and maintain strong relationships across a diverse group of customers and gain their trust and respect.
- Demonstrate initiative and a high degree of professional independence, self-discipline and remaining calm under pressure.
- Good written and oral communication skills
- Ability to work in ambiguity
- Ability to establish and maintain positive relationships with people at all levels.
- Exceptional time management and organisational skills
- Ability to stay calm under pressure and manage competing priorities
- Curiosity and interest in what you're working on, ability to critically analyse information

Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono | Valuing Māori	Essential
Pou Mana | Knowledge of Māori content	Essential
Pou Kipa | Achieving equitable education outcomes for Māori	Essential
Pou Aroā | Critical consciousness of racial equity for Māori	Essential

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes "what good looks like" for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry's intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	November 2026
Approved By	Chief Legal Advisor, Senior HR Advisor