

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Intermediate Construction Solicitor

Business Group	School Property
Location	Wellington
Salary band	A8

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 āiane, 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 Intermediate Construction Solicitor will work with the other Construction Solicitors and the broader School Property Legal team to provide advice and support to all teams within School Property, particularly the nationwide Capital Works and Capital Works Procurement teams.

Intermediate Solicitors are responsible for providing quality, timely, accurate and practical legal advice in a dynamic context and in a variety of forms, ranging from opinions to oral advice through to workshopping and training.

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Job Description

Ngā Haepapa | Accountabilities

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

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead 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.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Intermediate Construction Solicitor within Te Tāhuhu o te Mātauranga | the Ministry of Education, you will:

- Provide expertise, skills and knowledge on legal interpretation and analysis across a broad range of construction, contract and procurement issues.
- Be responsible for the accurate identification and analysis of legal and other related issues and developing sound legal advice on issues with input from senior team members and/or your manager where necessary.
- Identify and escalate risks and opportunities that may have a legal impact on the Ministry or sector.
- Support senior team members and your manager in areas of expertise, skills, and knowledge.
- Independently recognise potential issues, offer solutions, take responsibility for resolving them and sharing the outcomes with colleagues.
- Support the development and delivery of a client-focused, engaged, and responsive team that understands and predicts presenting issues and identifies options and solutions that meet clients' needs.
- Actively encourage and promote a constructive team culture of inclusion, innovation, and support.
- Assist with peer-reviewing and knowledge sharing with other team members.
- Manage relationships and develop close links with business group stakeholders within School Property to identify their legal advice needs.
- Operate within clearly designated internal and external groups with the support from senior team members and/or your manager.
- Be actively involved and contributing to the Government Legal Network, including practice groups.
- Always look to improve service.

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

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Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Tertiary qualification in law (LLB or higher).
- Admitted Barrister and Solicitor of the High Court of New Zealand.
- Ability to hold a practicing certificate issued by the New Zealand Law Society.

Wheako | Experience

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

- Minimum 3 years PQE or other relevant experience.
- Experience working in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.

Ngā Āheinga | Capabilities

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

- A strong client service attitude, with sound relationship management skills.
- Knowledge of construction contracts which must include NZS3910 and 3916.
- Knowledge of consultant contracts which must include SFA and CCCS forms of agreements.
- Knowledge across a broad range of commercial, construction and procurement legal matters.
- Experience interpreting and applying the Construction Contracts Act 2002.
- Experience drafting construction contracts, variations, early contractor involvement agreements and other forms of commercial contracts.
- A commitment to use data and insights to identify trends, risks, and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- Knowledge and understanding of the New Zealand system of government, including the role of Ministers, Cabinet, Parliament and central agencies and the requirements relating to the conduct of Crown legal business.
- Knowledge and understanding of the impact of the Treaty of Waitangi/te Tiriti o Waitangi and its principles on the Ministry's work.
- Awareness of, and sensitivity to, the cultural values of different ethnic groups generally, including tangata whenua.
- A high level of integrity, self-motivation, flexibility, agility, and responsiveness.
- A good level of intellectual and analytical ability, with the ability to think strategically across a programme of work.
- A commitment to ongoing personal and professional development.
- Research, organisational, investigative, analytical, and problem-solving skills.
- Awareness of risk management and the ability to apply risk analysis to all aspects of legal work.
- Sound judgement and the self-confidence to take a stance.
- Ability to work collaboratively with others to achieve results.



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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, confident, 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	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

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	March 2025
Approved By	HR Advisory Team