

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Senior Property Solicitor, Te Tiriti o Waitangi

Business Group	School Property
Location	Wellington
Salary band	A9

### 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 Senior Property (Te Tiriti o Waitangi) Solicitor will work across all teams within School Property to provide expert property and leasing advice, with a particular focus on supporting the School Property Treaty Settlements team with the implementation of Crown financial and commercial redress as it relates to Treaty Settlements and the Ministry of Education including the transfer and lease back of school sites.

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### 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 Senior Property Solicitor, Te Tiriti o Waitangi you will:

- Provide mentoring, support and guidance to members of the legal team in areas of expertise, skill or knowledge designated to the Senior Property (te Tiriti o Waitangi) Solicitor
- Be proactive in the Government Legal Network, including practice groups.
- Provide expertise, skills and knowledge on legal interpretation and analysis across a broad range of property issues.
- Accurately identify legal issues and provide sound verbal and written advice, seeking direction and support from the Director, wider Legal Services Team and external advisors as required.
- Identify and advise on potential risks and opportunities having legal impact on property transactions.
- Support School Property Legal to drive efficiency in legal operations and automation.
- Assist the Director to develop and deliver a customer-focused, engaged and responsive team that understands and predicts presenting issues and identifying options and solutions that meet its customers' needs.
- Manage relationships and develop close links with business group stakeholders within School Property to identify their legal advice needs and get involved in issues at an early stage.
- Assist the School Property Legal team to develop and maintain comprehensive document and information systems and databases.
- Assist the Director as required to supervise the outsourcing of legal services to external legal providers in accordance with the Cabinet Rules for the conduct of Crown Legal business and Government rules of sourcing.
- Follow Ministry health and safety policies and procedures and actively participate in health, safety and security training and briefing sessions.
- Promote a safe physical environment and work practices for all of our people and learners.
- Work collaboratively with School Property Legal to manage health and safe risk in the activities being carried out.
- Provide specialist legal advice, apply expertise, skills and knowledge across a broad range of matters including:
  - Treaty settlements, land transfers and leasing;
  - Leases, licenses and a variety of occupancy documents;

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- Application of the Education and Training Act 2020 transactional consenting regime across a variety of Crown entities including schools and tertiary institutions;
- Public Works Act acquisitions including memorandum of agreements, development and infrastructure agreements;
- Easements agreements and instruments; and
- Property and land queries and transactions in general.

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 in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience dealing with land transactions under the Public Works Act
- A qualified solicitor with current practicing certificate and postqualification experience (minimum of 5 years PQE).
- Experience in the interpretation and application of legislative regimes.
- Experience with broader Crown te Tiriti o Waitangi obligations, the settlement process and Te Arawhiti.
- Experience and good working knowledge across a broad range of legal areas including the Official Information Act.
- Experience in providing advice and training to non-lawyers.

## Ngā Āheinga | Capabilities

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

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability 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.
- A commitment to ongoing personal and professional development.
- Expert knowledge across a broad range of property and leasing legal matters.
- Awareness of risk management and the ability to apply risk analysis to all aspects of legal work.
- A high level of intellectual and analytical ability; and the ability to think strategically.
- A high level of integrity, self-motivation, flexibility, agility and responsiveness.
- Knowledge and experience of the machinery of Government and the public sector

## Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori

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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	Feb 2025
Approved By	HR Advisory Team