

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Intermediate Solicitor – Public Law

Business Group	Te Pou Rangatōpū   Corporate
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 āianeī, 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 Solicitor contributes to the operations of the Public Law team within the Legal and Privacy division. This specialist team is responsible for providing legal advice and support to the Ministry across operational advice in relation to education legislation, contracting and procurement, human rights, official information and privacy, the development of policy and legislation, the Treaty of Waitangi/te Tiriti of Waitangi, and dispute resolution and litigation.

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 clients. They provide this support and advice under some supervision to other team members and the Ministry's business groups generally; to facilitate and contribute to the Ministry's goals and objectives.

The Intermediate Solicitor is a team member role supporting the Legal Manager – Public Law and Chief Legal Advisor, to deliver quality legal services to the Ministry.

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### Ngā Haepapa | Accountabilities

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

- Provide legal support and advice within areas of expertise, skills and knowledge on legal interpretation and analysis designated to the Intermediate Solicitor.
- 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 manager where necessary.
- Lead defined and short-term legal assignments with support from senior team members and/or 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 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.
- Represent the Ministry alongside senior team members and/or manager when required, including at senior official and ministerial levels, Cabinet and Select Committees.
- Be able to start providing coaching, mentoring and support to less experienced team members and colleagues.
- Establish and maintain effective relationships and partnerships with internal and external stakeholders, including cross organisation and sector, senior managers, Crown Law, other external legal service providers.
- Operate within clearly designated internal and external groups with the support from senior team members and/or manager.
- Show developing ability to exert influence with a defined area.
- Be actively involved and contributing to the Government Legal Network, including practice groups.
- Manage and influence colleagues and multiple relationships to take full advantage of different perspectives.
- 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 legal role in Education and/or Public Sector agency is desirable.
- 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.
- 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.
- Understands legal business and consistently operates strategically.
- 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, 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	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	6 July 2023
Approved By	HR Advisor

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- Provide legal support and advice within areas of expertise, skills and knowledge on legal interpretation and analysis designated to the Solicitor.
- Be responsible for the identification and analysis of legal and other related issues and developing sound legal advice on issues under the supervision of a senior team member and/or manager.
- Participate in short-term legal assignments or discrete pieces of work with support from senior team members and/or manager.
- Develop an understanding of potential risks and opportunities that may have a legal impact on the Ministry or sector and advise manager.
- Support senior team members and manager in areas of expertise, skills, and knowledge.
- Develop an ability to 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 knowledge sharing with other team members.
- Represent the Ministry alongside senior team members and/or manager when required, including at senior official and ministerial levels, Cabinet and Select Committees.
- Establish and maintain effective relationships and partnerships with internal and external stakeholders, including cross organisation and sector, senior managers, Crown Law, other external legal service providers.
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- Excellent interpersonal and communication skills.
- Knowledge 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 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 high 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.
- Understands legal business and consistently operates strategically.
- Strong 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.
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Date Reviewed and Approved	7 June 2023
Approved By	HR Advisor