# Ministry of Social Development logo

# Lawyer

# MSD Legal

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## 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.

## The outcomes we want to achieve

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| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

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| --- | --- |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

The purpose of this position is to provide legal expertise, skills, and knowledge in the delivery of Quality Legal Services (QLS) to the Ministry including:

• Providing legal advice, legislation and advocacy services on the range of operational, public law and corporate issues facing the Ministry.

• Helping the Ministry identify legal risk and put in place strategies to manage that risk and identifying legal issues of importance to the Ministry.

### Location

National Office / Regions as applicable

### Reports to

Team Manager MSD Legal

## Key responsibilities

### Quality Legal Services

• Provide quality legal services to Ministry staff within allocated areas, pools or teams, including legal advice and advocacy for the Ministry supported by some cognisance of wider organisational implications of that advice

• Develop a thorough understanding of the Ministry, relevant law and legal issues facing the Ministry and deliver services and advice that anticipate client needs

• Develop professional expertise in across multiple broad areas of legal practice within MSD Legal’s scope

• Provide support and assistance to Managers and Principal Lawyers in the management of legal issues, compliance and risk

• Assess the need for training and education with clients/legal staff and develop/deliver tailored training where necessary and as requested

• Contribute suggestions for the initiation or amendment of the Ministry’s policies and legislation

• Be responsible and accountable for the conduct of proceedings in the District Court, Social Security Appeal Authority or other Tribunal as required

• Represent the Ministry in any other legal proceedings as required

• Coordinate and liaise with Crown Lawyers, other practitioners, Courts and other agencies throughout the area or areas assigned

• As authorised by Managers, instruct the Crown or other solicitors to conduct legal business for the Ministry as required

• Proactively promote the services available from MSD Legal

• Assist Manager / Principal Lawyer as required

• Maintain a high standard of personal integrity in all matters and ensure Ministry processes and protocols are followed.

### Relationship Management

• Develop a good understanding of the client’s needs and issues

• Develop and maintain effective relationships with key stakeholders

• Develop and maintain a client focused approach

• Interpret and translate legal advice for stakeholders in business appropriate language that takes account of the client’s strategic and business interests

• Build appropriate levels of understanding among key stakeholders of the operations, imperatives and constraints of the Ministry

• Assist in building and maintaining close cooperative relationships with key external providers of MSD Legal (both public and private sector).

### Team, Pool and Individual Performance

• Identify opportunities for improvement and participate in projects that support continuous improvement to the delivery of legal services and / or the performance of MSD Legal / teams or pools as required

• Contribute to team / pool communication activities

• Identify and act on personal learning and development opportunities

• Participate in peer review of own and others work

• Role model and help build a constructive and collaborative culture across MSD Legal.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

• Been admitted as a Barrister and Solicitor in New Zealand and have (or be eligible for) a practicing certificate with some post qualification experience

• Good understanding of legal, policy and practice issues relevant to the Ministry’s business

• Sound practical experience in providing quality legal services to clients and anticipating client needs

• Good expertise/skill in the practical application of relevant areas of law in which the Ministry operates

• Practical experience providing high quality advice to clients or in conducting cases and appearing before Courts and Tribunals

• Sound knowledge of the justice systems, the parliamentary system and Public Service administration

• Good computing skills and typing ability and be competent working with MS Office and relevant Ministry IT programmes and applications.

## Attributes

* Enthusiastic, curious, keen and proactive
* Good relationship and engagement skills - able to establish, build and maintain effective and trusting relationships with colleagues and clients
* Exercises good judgement – able to critically think, analyse and problem-solve, makes fact-based decisions, considers all relevant information including resources, constraints and environmental considerations
* Demonstrates effective oral and written communication skills – able to provide helpful / practical / actionable legal advice on complex issues, able to influence/convince/persuade others, able to identify and surface the real issues that need to be addressed
* Proven good organisational and time management skills
* Exudes credibility, integrity and professionalism – demonstrates these characteristics at all times
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected.

## Key relationships

### Internal

* Chief Legal Advisor
* Team Manager, Principal Lawyers and Legal Operations team
* Other MSD Legal staff
* Ministry managers and staff.

### External

* Relevant external agencies, in particular Crown Solicitors, Crown Law, Legal Practitioners, the Judiciary, Courts and the Law Society.

## Other

### Delegations

* Financial – No
* Human Resources – No

### Direct reports: No

### Security clearance: No

### Children’s worker: No

Limited adhoc travel may be required

**Position Description Updated:** October 2020