



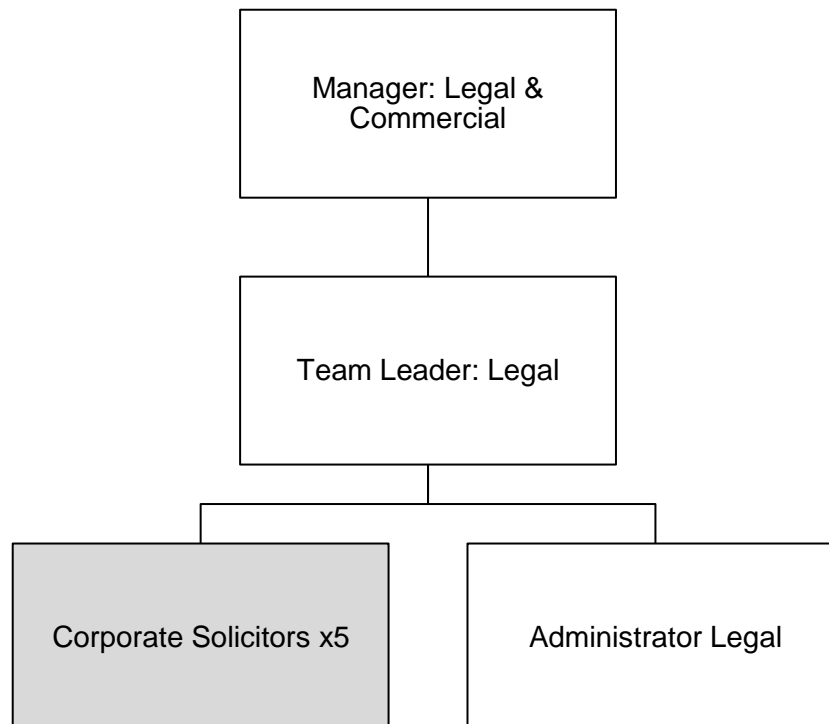
## Tauranga City Council position description

<b>Title</b>	Corporate Solicitor
<b>Number</b>	1LR20A-F
<b>Group</b>	Corporate Services
<b>Division</b>	Legal & Commercial
<b>Reports to</b>	Team Leader: Legal
<b>Direct reports</b>	No direct reports
<b>Date</b>	April 2019

### Position purpose

To provide quality legal services and support to the Council with a particular emphasis on administrative law and dispute resolution.

### Organisation context



## Key result areas (KRA)

Legal Advice	Success looks like
<ul style="list-style-type: none"> <li>• Provision of practical and strategic legal advice which takes account of Council’s policy objectives and any relevant commercial, legal and/or political issues, including:               <ul style="list-style-type: none"> <li>– legal research and review;</li> <li>– legal advice;</li> <li>– advocacy;</li> <li>– conflict resolution;</li> <li>– negotiation; and</li> <li>– drafting.</li> </ul> </li> <li>• Providing advice and contributing to the development of:               <ul style="list-style-type: none"> <li>– policies;</li> <li>– procedures;</li> <li>– plans;</li> <li>– statutory and non-statutory documents;</li> <li>– templates; and</li> <li>– reports to Council and/or its Committees</li> </ul> </li> <li>• Management of legal proceedings involving Council.</li> <li>• Monitoring legislative changes to identify any impacts and implications for the Council, and formulating relevant submissions relating to the proposed changes.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal advice is well researched, well drafted, and is effectively communicated.</li> <li>• Provision of quality, pragmatic and solution-based legal advice.</li> <li>• Legal advice is provided in a timely manner and in accordance with the timeframe agreed with the customer.</li> <li>• Customer feedback is positive and is complimentary of the legal advice provided.</li> </ul>
Legal Reporting	Success looks like
<ul style="list-style-type: none"> <li>• Reporting to the Team Leader: Legal on current legal issues.</li> <li>• Reporting to members of the Executive Leadership Team on an as required basis.</li> <li>• Reporting to Council and/or its committees.</li> <li>• Reporting to Council’s insurer on liability issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely reporting to the Team Leader: Legal; Executive Leadership Team members; and/or Council’s insurers as appropriate on matters of legal risk and liability.</li> <li>• Presentation of succinct and accurate reporting of legal issues to Council and/or its committees within agreed timeframes.</li> <li>• Feedback is positive and is complimentary of the legal reporting provided.</li> </ul>

<b>Relationship Management</b>	<b>Success looks like</b>
<ul style="list-style-type: none"> <li>• Developing and maintaining strong working relationships with internal customers.</li> <li>• Developing and maintaining effective and professional relationships with external customers, including: <ul style="list-style-type: none"> <li>– external legal service providers;</li> <li>– central government agencies; and</li> <li>– Council’s insurers.</li> </ul> </li> <li>• Management of external legal service providers, including: <ul style="list-style-type: none"> <li>– the issuing of legal instructions;</li> <li>– review and implementation of legal advice;</li> <li>– monitoring of legal costs;</li> <li>– referral of any complaints relating to legal costs and/or legal advice; and</li> <li>– assisting with the resolution of internal issues pertaining to the provision of external legal advice.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Feedback is positive and is complimentary of the legal assistance provided to internal customers.</li> <li>• External customers are dealt with in a proactive, professional, responsive and timely manner.</li> <li>• Feedback from internal customers and external legal service providers is complimentary with regard to the internal legal support provided in circumstances where external legal advice is obtained.</li> </ul>
<b>Procedure Management</b>	<b>Success looks like</b>
<ul style="list-style-type: none"> <li>• Developing and maintaining procedures for the internal functioning of the Legal Services division.</li> <li>• Identification of the need for procedures and assisting with their development as they relate to other areas of Council.</li> <li>• Undertaking functions to ensure compliance with Council’s information law obligations such as those under the Local Government Official Information and Meetings Act 1987; the Ombudsmen Act 1975; and the Privacy Act 1993.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures are developed, reviewed and enhanced to ensure that they work effectively and efficiently.</li> <li>• Communications relating to Council’s information law obligations are responded to in an accurate, comprehensive and timely manner.</li> <li>• Feedback from internal customers is positive and is complimentary with regard to the development and implementation of procedures.</li> </ul>
<b>Key corporate responsibilities</b>	<b>Success looks like</b>

<ul style="list-style-type: none"> <li>• Actively participate in and comply with all health, safety and wellness initiatives and requirements.</li> <li>• Participate in emergency management and business continuity activation as required.</li> <li>• Use our code of conduct, corporate policies, procedures, processes, systems, business conventions, and legislative obligations when undertaking roles.</li> <li>• Understand the vision and purpose of Tauranga City Council.</li> <li>• Keep yourself informed on what is happening within the whole organisation.</li> <li>• Take on other duties as reasonably requested of you</li> </ul>	<ul style="list-style-type: none"> <li>• You report, record and investigate all accidents, incidents, near-misses and hazards.</li> <li>• You support and action health, safety and wellness initiatives.</li> <li>• You actively participate when Tauranga City Council needs to activate our emergency management or business continuity plans.</li> <li>• You adhere to our code of conduct, corporate policies, processes, systems, business conventions, and legislative obligations.</li> <li>• You understand where Tauranga City Council is heading, and how your role fits within that.</li> <li>• You take responsibility for keeping yourself informed, actively using Tauranga City Council's communication channels to find information.</li> </ul>
--	--

## Functional relationships

External	Internal
<ul style="list-style-type: none"> <li>• Council's external legal service providers</li> <li>• Council's insurer</li> <li>• Central government agencies (example: Office of the Ombudsman, Privacy Commissioner)</li> <li>• Council's external customers</li> <li>• Other legal professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Customers from all Council groups and divisions and varying levels of seniority (from Executive Leadership Team members, senior management to junior staff)</li> <li>• Elected Members</li> </ul>

## Person specifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• Current New Zealand Law Society practising certificate as a Barrister and Solicitor, or eligible to hold a practising certificate</li> </ul>	<ul style="list-style-type: none"> <li>• In-house legal experience</li> <li>• Experience in advising on areas of law impacting on local authorities, including: administrative / public</li> </ul>

<ul style="list-style-type: none"> <li>• Bachelor of Laws (LLB) Degree</li> <li>• Current Full Drivers Licence</li> <li>• 5+ years post-qualification experience</li> <li>• Experience in providing advice to local authorities and/or central government agencies</li> <li>• Experience in self-managing own workload (time management and organisational skills) and working unsupervised</li> <li>• Excellent written and verbal communication skills</li> <li>• Excellent research, legal analysis and problem-solving skills</li> <li>• Proven ability to provide timely, pragmatic, strategic, solution-based legal advice</li> <li>• Proven experience in building and managing effective working relationships with internal and external customers and ability to persuade and influence others</li> <li>• Demonstrated previous success in a position with similar or equivalent responsibilities</li> <li>• Proven experience in identifying and managing risk</li> <li>• Computer skills</li> </ul>	<p>law, litigation / dispute resolution, local government regulatory and enforcement (resource management or building law), information law</p> <ul style="list-style-type: none"> <li>• Experience in developing/advising on policies, procedures and processes</li> <li>• Experience in managing legal proceedings and instructing and liaising with external legal counsel</li> <li>• Presentation skills and ability to train/educate/share knowledge with others</li> </ul>
---	--

### Pre-employment checks required

- Ministry of Justice
- Driver's licence
- Qualifications check, including professional certifications (if applicable)

# Our competencies

What great looks like at TCC

Our competencies set out what **great** looks like at TCC. They outline the skills and behaviours we all value and encourage. Focussing on these skills and behaviours will help us create a safe and supportive environment, where we achieve all the things we need to at TCC.

These competencies are for us all to work towards, regardless of our role at TCC. They are in addition to the job-specific skills and experience of your position or role.

The competencies will help us all to reflect, learn, and improve.

## Our core competencies

What we all need to be great at



### Develop myself

You are perceived by others as being curious and fully competent. You have the skills to do the work asked of you and are always looking for a challenge, particularly work you have not done before. You seek out feedback and take it on board. You are proud of your development and it is noticeable year on year.



### Respect for diversity and equality

Your colleagues trust you to work well with a diverse group of people. You are sensitive to different needs and views and can include them in your thinking. You're seen as approachable and easy to work with and you always make it easy for others to get involved and have their say. You enjoy the opportunity of working with a variety of people. You are an advocate for inclusion.



### Get involved

You're regarded as someone that comes forward with your thinking. You speak up in a logical and persuasive manner that gets people's attention. You suggest and introduce ways to improve things at TCC. You challenge colleagues in a supportive way that extends their thinking and their ideas. You're a great listener and are open to change.



### RIGHT ON customer service

You go the extra mile when you need to, and you always strike a balance between appropriateness and common sense. Your actions make things simpler. You're seen as someone who relishes every customer interaction and is aware there is always a future consequence of behaviour and actions. You are proud to be part of TCC and this city.



### Manage my own work

You can be relied upon to deliver on time and to an agreed standard. You're always prepared and organised, and if you are having trouble – you let your colleagues know. You are energised by your work and thrive on the accountability of others. You feel happy with the balance between your work and personal commitments.

## Our leadership competencies

What great leadership looks like at TCC



### Create vision and direction

You are a future thinker. You have a bold, logical vision of where and how your work can contribute to the future of Tauranga and TCC and, you energise and organise your team towards that vision. You can clearly show colleagues the link between the vision and action, and the connection to the work of the team. You know it is important to keep an eye on the next wave, for the future is where the answer lies and it's full of opportunity.



### Communicate powerfully

You seize every opportunity to talk about the work you and your team do, helping people connect to it and the wider TCC. You present a persuasive case, tell stories, paint pictures, teach and inspire. You express gratitude for the efforts of others far more often than criticism. You generate lively meetings with a free flow of ideas and critical discussion, always welcoming and learning from feedback. You make people feel involved in decisions that impact upon them. You know that leadership is about asking great questions.



### Foster innovation

You, and those you bring together, generate creative solutions and breakthrough thinking. Other people feel encouraged and supported by you and you pay positive attention to their ideas. You are a trend spotter than asks "why?" because you know there is no moment in time when all problems are solved. Tama tu tama ora, tama noho tama mate - to stand is to live, to lie down is to die.



### Develop people

You grow talent for all of TCC. You are genuinely concerned about the development of others, developing their strengths, supporting, coaching and helping them identify learning opportunities. As a result your team is envied, trusted and valued. You know that people can learn anything in the right environment.



### Collaborate

You take the mantle of leading in TCC. You have strong networks and relationships across the organisation. Others say that you get them involved in organisation-wide initiatives, and actively seek out feedback, with the aim of improving TCC. Your colleagues enjoy working together, and with you. You know that investing in relationships across TCC makes your team's work easier.



### Set stretch goals

You raise and set expectations around performance, always challenging yourself and those around you to go a step further. Your delivery stands out at TCC and you are quick to respond to poor performance. The performance you walk by is the performance you accept.