



Solicitor

Location	Thames	
Reports to	Legal Counsel	
Group	Corporate Services	
Direct Reports	nil	
Financial Authority	nil	
Functional Relationships	<i>Internal</i> Legal team Council managers and staff	<i>External</i> Key stakeholders, as appropriate

Our Council

As one of the largest employer's on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will be the best.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

How you fit

The **Solicitor** role provides legal advice to all departments of Council.

The role is a generalist legal role, regularly advising on Public Law, Commercial Law, Property Law, Regulatory matters, and Litigation. The role will also provide training to the organisation on a range of topics relevant to Council's work.

Responsible for the preparation of legal documentation, contracts and legal opinions. Additionally, the role will manage advice and litigation work briefed to external lawyers and may occasionally represent Council in Court or Tribunal proceedings, as required.

Your responsibilities

Accountable for	Successful when
Legal Documentation Management	<p>Council's legal processes are developed and managed efficiently and effectively, documentation is accurately prepared and in accordance with legislative requirements and reflect sector best practice.</p> <p>Council's legal documentation is executed by delegated authorities.</p> <p>New innovations are identified for ongoing system improvement.</p>
Legal Advice and Guidance	<p>Council is provided with legal advice and guidance in decision making to drive its business, and is well informed of legal risks, identified trends and / or forecasted concerns or issues, in a timely manner.</p> <p>Council prosecutions and proceedings are managed with high quality representation.</p> <p>Training is delivered which is up to date, relevant and responsive to the council's needs.</p>
Relationship Management	<p>A customer focused approach is provided to all customers and key stakeholders with professional, accurate and relevant information provided.</p> <p>Internal relationships are effectively managed and maintained where Managers and staff seek and / or receive advice and guidance in a timely manner with successful outcomes.</p> <p>Sound professional relationships are established and fostered.</p>
Organisational Support	<p>Knowledge and skills are shared and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the manager to support the business unit.</p>
Health, Safety & Wellbeing	<p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p>

	A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.
Te Tiriti o Waitangi	Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Maori.

About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are considered core competencies for all staff.

A successful *Solicitor* will need the following to succeed:

Education / Training	Bachelor of Laws (LLB) Current practising certificate or the ability to hold one
Experience	<p>Required: At least three years post qualification experience, preferably in Local Government.</p> <p>Preferred (one or more):</p> <ul style="list-style-type: none"> ▪ Experience advising on contracts. ▪ Experience giving commercial advice. ▪ Experience appearing at District Court and/or Tribunals. ▪ Experience in an in-house role. <p>Demonstrated understanding of key local government legislation, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Local Government Act 2002 and 1974 ▪ Resource Management Act 1991 ▪ Building Act 2004 ▪ Local Government Official Information and Meetings Act 1987, <p>Demonstrated experience of embedding a continuous improvement culture in business processes</p>
Knowledge, skills and attributes	<p>Strong strategic ability, able to drive and influence decisions confidently with highly developed interpersonal and communication skills</p> <p>Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities</p> <p>Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes</p> <p>Strong decision making and problem solving skills, can confidently analyse and apply key information with good judgement and takes accountability</p>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date