

Legal Counsel

Location	Thames	
Reports to	Corporate Services Group Manager	
Group	Corporate Services	
Direct Reports	Solicitors, Legal Assistant, Legal Technical Specialist + Legal Coordinator	
Sub-delegated powers and duties	Responsible for management of Legal Services operational budget of \$1.2 million.	
	Delegated financial authority \$50,000 within Legal Services activity budgeted expenditure, including \$50,000 per contract within budgeted expenditure.	
	Authority and delegations in accordance with the Local Government Act and the Local Government (Rating) Act 2002 Bank signing authority	
Functional Relationships	<i>Internal</i> Leadership Team and Managers Elected Members Mayor and Councillors Council and sub-committees Community Boards Chief Executive Council staff	<i>Purpose of contact</i> Advise and liaison Influencing
	<i>External</i> Residents and ratepayers Iwi and hapū Professional advisors Contractors and consultants Local Authorities Government agencies Business and community groups	Promote and represent Advocate and negotiate

Our Council

As one of the largest employers 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 **Legal Counsel** role strategically manages and leads Council's in-house legal service which provides the Council with reliable and robust legal advice. The Council in-house legal service provides advice to Council on public and administrative law, commercial and property law, as well as advising on litigation and regulatory issues. The Legal Counsel is responsible for ensuring that Council meets its statutory requirements with respect to official information requests.

Responsible for leading a small team, the role will provide effective and efficient management and coordination of Council's legal services, including the provision of external legal services where appropriate. The Legal Counsel role is also responsible for managing the Council's centralised legal service budget.

Your responsibilities

Accountable for	Successful when
Legal Services	<p>Council's business is conducted effectively and efficiently with all aspects of legal services, operations and functions professionally managed</p> <p>Elected Members and Senior Leadership Team incorporates Legal advice and guidance in decision making to drive business, and are well informed of all risks, identified trends or forecasted concerns or issues, in a timely manner</p> <p>Council prosecutions and proceedings are managed with high quality representation</p> <p>External legal advice and services are actively sought as appropriate, are provided in agreed timeframes, are of the highest quality and meet business need</p> <p>New innovations are identified for ongoing system improvement.</p>
Legal Documentation Management	<p>Council's legal information systems, processes and documentation are developed and managed efficiently and effectively, are in accordance with legislative requirements and reflect sector best practice</p> <p>Council's legal documentation is drafted, vetted and approved to fit business need, and is executed by delegated authorities</p> <p>Council's files and documentation for Legal Advisors and / or staff are prepared, audited, collated and of the highest quality.</p>
Staff Leadership	<p>Direct reports are competent and effectively deliver to achieve identified outcomes with high quality performance across the team.</p> <p>Team environment promotes and enables an effective, high performing, engaged and connected team</p>

	<p>Responsibilities of a good employer is always demonstrated.</p> <p>A safety awareness culture is led by example.</p> <p>A customer focused approach in all activities and communications is promoted and modelled.</p> <p>Business improvements are identified, developed and implemented for service delivery to enhance service and staff development and a customer and business friendly culture.</p>
Relationship Management	<p>Internal relationships are effectively managed and maintained where advice is provided on all matters related to legal advice, guidance and documentation to Group Managers</p> <p>External relationships are professionally managed with clear communication on expectations</p> <p>Key stakeholders are well informed and consulted, with input and influence from Council in decision making</p> <p>Internal staff receive training and information on legal issues, procedures and updates, as appropriate, in a timely manner</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> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy</p>
Te Tiriti o Waitangi	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

About you

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

A successful *Legal Counsel* will need the following to succeed:

Education / Training	Bachelor of Laws (LLB)
Experience	<p>At least four years post qualification experience, preferably in a Local Government environment or similar.</p> <p>Demonstrated understanding and application of key local government legislation including Local Government Act 2002, Resource Management Act 1991, Building Act 2004, Local Government Act 1991, Local Government Official Information and Meetings Act 1987, Local Government (Rating) Act 2002.</p> <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:

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

.....

Employee

.....

Date

.....

Employer

.....

Date