



# Senior Solicitor

## Who we are

The Ministry of Housing and Urban Development (HUD) is a newly formed Ministry with a responsibility for delivering the Government's ambitious housing and urban development programme to end homelessness, make room for growth in our urban centres and help create thriving communities.

## Context of the role

The Ministry of Housing and Urban Development (HUD) was established on 1 October 2018. This new Ministry is the Government's lead advisor on housing and urban development and will deliver the Government's programme to address homelessness, increase public and private housing supply, make existing homes warmer and healthier, make housing affordable for people to rent and buy, and lead quality urban development strategies to create thriving communities.

Housing plays a vital role in the wellbeing of New Zealanders. Beyond the basic human need for shelter, housing is important for New Zealand's economy and underpins a range of social, economic and health outcomes. Housing is our most significant store of private wealth with tensions between housing as a place to live and housing as an investment. Well-functioning housing markets are a high priority for the government, including addressing issues such as a shortage of housing, strong demand, and the affordability pressures this creates.

The position reports to the Chief Legal Advisor.

## What you'll do

The Senior Solicitor contributes to the operations of the Legal team. The team is responsible for providing guidance and support in several areas, including operational advice in relation to housing legislation and the Ministry's corporate business, contracting, complex property and development transactions, privacy and development of policy and legislation.

Senior Solicitors in the Legal team are responsible for providing high-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 training clients. They assist the Chief Executive, Ministers and the Ministry generally; to support, facilitate and contribute to facilitate and contribute to the Ministry's goals and objectives.

## How you'll be successful

### Assignments and Project Work

- Lead complex and less well-defined assignments, particularly in specialist areas.
- Take the lead on defined pieces of project work.
- Initiate and negotiate cross-organisation processes and assignments.
- Lead complex assignments, including (as required) managing people and resources and providing reports on milestones.
- Draft, review and provide quality control of legal documents including (as required) deeds, contracts, drafting instructions for legislative projects and other documents.

### Technical Legal Advice

- Accurately identify legal and related issues and provide sound legal advice on complex matters demonstrating understanding of business context.
- Work independently and provide support to more junior colleagues.
- Identify and escalate risks and opportunities that may have a legal impact on the Ministry including taking a lead role in complex issues.

### Stakeholder Engagement / Management

- Build and maintain professional relationships with internal and external stakeholders, including cross-organisation, senior managers, Crown Law and Ministers.
- Demonstrate high-trust relationships with clients and proactively recognise client needs and engage accordingly.
- Exercise awareness of the NZ system of government to ensure a detailed understanding of the Ministry when engaging with stakeholders.
- Influence peers and internal and external stakeholders.

### Coaching / Mentoring

- Support less experienced colleagues and actively provide coaching, mentoring and opportunities for development.
- Review legal work and provide quality control.
- Effectively delegate work to others within the team and provide clear expectations.
- Provide advice and direction to less experienced colleagues including technical legal considerations on complex issues.
- Be part of building a constructive team culture of inclusion, innovation and support.

Manage own and others' personal health and safety at all times, support your colleagues, actively participate in safety and wellbeing initiatives, and take appropriate action to deal with workplace hazards, accidents and incidents following our safety and wellbeing policies, procedures, safe systems of work and event reporting.

Role models the standards of Integrity and Conduct for the State Services

(<http://www.ssc.govt.nz/sites/all/files/Code-of-conduct-StateServices.pdf>)

Responsibilities of this position are expected to change over time as the Ministry responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

## The types of experience you'll bring to the role

- Solid experience and knowledge of public and contract law principles including statutory interpretation.
- Ability to lead assignments and small teams while providing guidance to less experienced team members.
- Ability to operate independently at internal and external meetings.
- Broad general legal knowledge, broad understanding of specialist subject areas, and the ability to make strategic decisions relating to them where necessary.

- Ability to operate more independently and with limited senior support, and the ability to share judgements with manager.
- Understanding of legal business and ability to approach it strategically.
- Ability to consistently communicate in a clear and concise manner on complex matters to a wide audience.
- Awareness of development needs and active personal development.
- Awareness of, and sensitivity to, the cultural values of different ethnic groups generally, and Tangata Whenua in particular.
- Confidence and high-level general advocacy and presentation skills and excellent judgement on a wide range of legal matters.
- Interest in the political decision-making process, and especially the Parliamentary legislative process.

**Prerequisites:**

- Tertiary qualification in law and holds a practising certificate – approximately 6+ years PQE.
- Must have the right to live and work in New Zealand.

			
<b>Location</b>	<b>Team</b>	<b>Leader</b>	<b>Employment Type</b>
Wellington	Legal	Chief Legal Advisor	Permanent