Tūranga Mahi / Position Description:
General Counsel / Kaiwhakatere Tītoko Ture

At Rotorua Lakes Council, we are driven by the **purpose** for our existence, - by our 'why'. Our 'why' is our customers. We come to work each day to deliver services for our customers, and we keep them at the centre of our organisation's culture. We are committed to building a high performing culture based on our **purpose**.

'How' we work together is defined by our organisational culture and values. What each person does differs from role to role and will change based on the work programme approved by our Elected Council. The tasks that we do in each role are not a purpose in themselves, their purpose is to serve our customers.

To be successful in the role, and to enjoy your employment at RLC by achieving significant results for the community, you will need to take to heart and live the sentiment "The organisation's success is my success – my job is only done when everyone's job is done".

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community. Employment at RLC is a unique opportunity to develop your understanding and appreciation of Te Ao Maori, in order to better serve our whole community. As a senior leader in the organisation, you have a key responsibility to lead our people in adhering to our legislative responsibilities to mana whenua.

A top priority is to ensure the health and safety of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health and safety of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the district. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

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TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	General Counsel - Kaiwhakatere Tītoko Ture
RANGATIRA - REPORTS TO:	Group Manager - Organisational Performance & Innovation
KĀHUI - GROUP:	Organisational Performance & Innovation
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To serve as the principal legal advisor in guiding and assisting good decision-making on legal, strategic, commercial and risk management issues to ensure Council achieves organisational priorities.
NGĀ WHAKARITENGA - DELEGATIONS	• Number and nature of direct reports – Senior Legal Council • Budget responsibility - Nil
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • Chief Executive • CE's Group • Manahauatu Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	• Council Controlled Organisations • Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Local Iwi groups • Neighbouring local authorities • Mayor and Elected Counsellors • Central Government Departments (in particular; Kainga Ora, NZ Transport Agency, Ministry of Housing and Urban Development) • Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support

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NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	• Interpret legal documentation and advise on the most appropriate source of action. • Contract review, drafting, negotiation, and provide advice on all types of contracts and agreements within expected timeframes. • Conduct legal analysis and research on cases related to Council business. • Prepare and draft legal submissions to support cases. • Provide advice in relation to disputes relating to contract breaches and associated risk. • Provide technical and commercial advice on all aspects of contractual arrangements. • Provide advice on legal issues, i.e. tendering, procurement, and employment matters. • Advise on issues relevant to legislation, regulations, bylaws and rules to provide support to Community Safety & Regulatory Services on proposed enforcement actions or prosecutions. • Represent Council at legal hearings and support staff who attend these hearings. • Oversee all facets of litigation, including case strategy, discovery, motions practice, and trial preparation. • Collaborate with external counsel, experts, and stakeholders to devise and execute effective litigation strategies. • Monitor case developments, assess risks, and provide regular updates to senior management. • Look to repatriate externally sourced legal services where it can be done so safely to optimise efficiency and cost-effectiveness. • Advise Communications & Engagement on the best way to respond to media and public requests. • Consistently provide sound and well-reasoned strategic and legal advice at a senior level which is clear, concise and creative both verbally and in writing. • Apply your significant experience and knowledge of specific technical areas to peer review legal advice provide by Council's Senior Legal Counsel when required. • Support the Executive team in reporting requirements for Council meetings and committees • Continuously update Council documentation to incorporate new legislation; case law; terminology and provide new and fit for purpose templates. • Oversee all legal proceedings issued against Council, including liaison with staff; insurers and external legal counsel. • Provide on-going education to Council staff by providing updates on recent case law; commentaries and Professional Development training opportunities • Provide advice on complex LGOIMA requests. Where necessary liaise with other Local Government lawyers to ensure consistent sector-wide responses. • Play a role implementing central government initiatives related to, for example, law reform and one-off challenges such as cyclone recovery. • Ensure that council's public liability and professional indemnity position are protected, generating new avenues to meet legislative criteria. • Act as a nationally recognised leader in local government statutory matters, contributing expertise and insights to industry discussions and initiatives. *NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment.*

TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

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NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as quivalent)	**Required** • Bachelor of Laws Degree (LLB) • Admission as a Barrister and Solicitor of the High Court of New Zealand • 7+ years legal experience in a similar environment • Holder of a current practising certificate issued by the NZ Law Society • Substantial specialist legal experience at a senior legal advisory role • Experience in corporate legalities, risk management and local government • High level of technical competence in statutory and legislative frameworks and contract writing/development
NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	• A track record of providing advice and managing legal issues within a complex, multi stakeholder environment with minimal supervision • Strong communication skills, both written and oral to enable work with staff and external customers at all levels. • Proven ability to adapt and deal effectively with changing priorities and requirements • Strong attention to detail, high quality standards, and excellent organisational skills • An ability to maintain confidentiality and exercise judgement and discretion • Excellent research drafting and interpretation skills • Ability to understand and apply legislation • Ability to communicate technical legal concepts clearly and concisely to staff from a variety of disciplines; experience and levels of education. • Ability to understand and apply processes and systems, both manual and computerised • Experience in achieving win/win outcomes in a variety of disputes. • Skill in building and maintaining effective relationships with other lawyers, including members of ILANZ-In House Lawyers Association of New Zealand.
NGĀ UARATANGA - VALUES:	**Tatou Tatou – We Together** **Kotahi Tatou – One Community – One Team** **WHY WE DO IT……..** We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others **HOW WE DO IT…….** We do this by working in partnership, making it simple and solutions focused **WHAT WE DO……** We provide quality services for our community and people to prosper ***OUR CORE VALUES – PEOPLE FIRST*** **RESPECTFUL:** Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate **HELPFUL:** Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding **ENGAGING:** Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive **INSPIRING:** Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised **INNOVATIVE:** Find solutions, Progressive, Continuous improvement, Empowered **BICULTURAL:** Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences

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