

Tūranga Mahi / Position Description:

Legal Counsel / Kaitohu 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

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Legal Counsel / Kaitohu Ture
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RANGATIRA - REPORTS TO:	Legal & Property Manager
KĀHUI - GROUP:	Business Support
TAUNGA MAHI - LOCATION:	Civic Centre
PŪTAKE - POSITION PURPOSE:	To provide effective and efficient legal services and advice across all Council services and functions and to engage with Council's preferred external legal service providers to ensure that Council activities and decisions are underpinned by effective risk and liability management. This is a senior legal role with responsibility for enhancing capability and promoting a strong understanding of legal issues across the Council.
NGĀ WHAKARITENGA - DELEGATIONS	Briefly state: • Number and nature of direct reports – Nil • Budget responsibility - Nil
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • 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 stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Local Iwi groups • Neighbouring local authorities • Mayor and Elected Councillors • 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

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	• Advising/informing/clarifying/researching in respect of matters of a general legal, commercial or property nature affecting Council • Review; negotiate and draft a wide range of contracts for Council. • Providing specialist commercial legal advice to support Council operations, including the review, drafting and negotiation of contracts and commercial arrangements. This includes overseeing contract management practices and advising on risk allocation, as well providing support in respect to shortform agreements, memorandums of understanding, construction contracts and procurement. • Manage the legal documentation of Council property and property rights, including lease and licence renewals and terminations. • Advise on legal documentation and processes relating to property rights necessary for Council service infrastructure e.g. Parks, Roads, Water and Sewerage etc. • Provide legal support in relation to property acquisition and disposal • Undertake legal related research, evaluation and reporting. • Provide cost effective and pragmatic legal advice for the resolution of disputes involving Council. • Liaise with other lawyers and legal executives about easement registration requests; check all relevant documentation and arrange for Council signatures on Authority and Instruction forms. • Continuously update Council documentation to incorporate new legislation; case law; terminology and provide new and fit for purpose templates. • 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. • Provide advice on the Privacy Act 2020, including privacy requests, privacy breaches, privacy impact assessments and the information privacy principles. <i>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.</i>
TE ĀHUA O TE TANGATA - PERSON SPECIFICATION	
NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required • Bachelor of Laws Degree (LLB) • Admission as a Barrister and Solicitor of the High Court of New Zealand • 5 + years post qualification legal experience • Current Practising Certificate, or the right to one. Substantial experience in 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	• 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 • Lawyer with proven ability in legal process and issues relating to property • 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. • Excellent computer and touch-typing skills • 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:	Tai Kawenga – The Flowing Tide Tai means tide or current Kawenga refers to values - Those things we carry inside us, and those things that carry us - in our day-to-day lives. Those principles that we value are the ones we take with us. Purpose Speaks to why we exist and it is expressed through three ideas that reflect our vision 😊 Customer focused 🤝 Community driven 🧡 People at the heart Promise 🤝 What we commit to delivering, every day Practices 😊 How we behave Principles ✨ The values we believe in and stand by: Stronger together - Lead with integrity - Challenge and innovate - Steward our future