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| **position****description** | \\dsfil002\u$\SharedData\templates\corporate\Off2010_v3-2\Workunit Logos\Core\Ministry of Social Development.jpg |

**Position:** Graduate Lawyer/ Lawyer/ Senior Lawyer

**Children’s Worker** No

**Location:** National Office

**Business Unit:** Legal Services

**Group:** Corporate Solutions

**Reporting to:** Team Manager as appropriate

**Issue Date:** March 2018

**Delegated Authority:** Nil

**Staff Responsibility:** Nil

**Our Role**

The Ministry of Social Development (MSD) is the lead agency for the social sector. We help the Government to set priorities across the sector, co-ordinate the actions of other social sector agencies and track changes in the social wellbeing of New Zealanders.

The Ministry provides policy advice, and delivers social services and assistance to children and young people, working age people, older people, and families, whānau and communities. We work directly with New Zealanders of all ages to improve their social wellbeing.

We serve over a million people, working out of more than 160 centres around the country. It is likely that every New Zealander will come into contact with the Ministry at some point in their life.

Our work, together with our social sector partners, is essential to achieving a sustainable and prosperous future, where all New Zealanders are able to take responsibility for themselves, be successful in their lives and participate in their communities.

**Our Purpose**

We help New Zealanders to help themselves to be safe, strong and independent.

Ko ta mātou he whakamana tangata kia tū haumaru, kia tū kaha, kia tū motuhake.

**Our Principles**

MSD people: All own what we all do | Take responsibility for what we do | Understand our role in the big picture, who can help us and who we can help | Navigate through ambiguity and the opportunity it brings to create better ways of doing things | Act with integrity, courage and transparency | Celebrate our achievements and those of our clients

**Position Description Approved By:**

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| **Group:** The Corporate Solutions group is responsible for providing the majority of corporate and shared services within the new MSD corporate operating model. The Corporate Solutions operating model includes embedded corporate services for MSD, shared services and shared governance from MSD to the new Ministry for Children Oranga Tamariki, the Social Policy and Evaluation Research Unit (Superu) and the Social Investment Unit (SIU) and a range of transitional embedded corporate functions to Oranga Tamariki. There may be future opportunities to provide corporate services to other agencies across government.Corporate Solutions brings together the corporate functions of Human Resources (HR), Finance, Procurement Solutions, Information Technology (IT), Communications, Social Services Accreditation, Ministerial and Executive Services, Claims Resolution, Risk and Assurance, Property and Facilities, Health, Safety and Security (HSS), Legal Services, Information, Privacy, Policy and Practice, Organisational Security Intelligence, and the Information Security Office.It is responsible for leading the development of integrated capability strategies across the whole of MSD and client agencies and for developing a sector-wide view on organisational policies, practices and issues, with a strong business partnership focus on client centric service, sustainability, providing smart solutions and backing the businesses to succeed.Corporate Solutions provides support services to over 10,000 MSD and other agencies employees across New Zealand. The group has responsibility for an operating budget of around $300 million per annum and employs more than 1175 people.**Business Unit**Expert legal advice is critical to the Ministry achieving the outcomes it seeks. Legal Services provides professional legal advice and advocacy services to all areas of the Ministry. We advise frontline and National Office staff on a diverse range of matters including welfare, human rights, privacy, media, contracts, and employment law. We conduct proceedings in the District and Employment Courts and represent the Ministry before the Social Security Appeal Authority and other Tribunals. Legal Services offers a broad range of professional opportunities for staff.**Purpose of the Position:** To deliver legal services to the Ministry. The role provides legal advice, legislation and advocacy services on the range of operational and corporate issues facing the Ministry. The role will also help the Ministry identify legal risk and put in place strategies to manage that risk and identifying legal issues of importance to the Ministry. |

**Working Relationships**

**Internal:**

* Chief Legal Advisor
* Other Legal Managers and staff
* Ministry Managers and staff

**External:**

* Relevant external agencies, in particular Crown Solicitors, Crown Law, Legal Practitioners, the Judiciary, Courts and the Law Society.

**Key Accountabilities:**

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| **Key Result Area** | **Accountabilities** |
| **Legal Advice and Services** | ***Graduate Lawyers will:*** * Provide high quality legal advice and advocacy (under supervision) for the Ministry
* Develop a broad overview of legal issues with the Ministry
* Develop professional expertise in one or more areas of Legal Services
* Maintain a high standard of personal integrity in all matters and ensure Ministry processes and protocols are followed
* Provide up to date resources to management and staff (in the area or areas designated) by way of education and materials in law related areas, where required
* Assist with training and education of management and staff on their legal duties and obligations, where required
* Assist with the coordination and liaison with Crown Lawyers, other practitioners, Courts and other agencies throughout the area or areas assigned
* Assist in the development of instruction to the Crown or other lawyers to conduct legal business for the Ministry

***Lawyers will also:**** Provide high quality legal advice and advocacy for the Ministry
* Provide support and assistance to managers in the management of legal issues and risk
* Initiate and provide specialised non-adversarial dispute resolutions and negotiations as required
* Actively promote the services available from Legal Services
* Assess the need for training and education with clients and develop/deliver tailored training where necessary and as requested
* Contribute suggestions for the initiation or amendment of the Ministry’s policies and legislation
* Be responsible and accountable for the conduct of proceedings in the District Court/Family Court/Youth Court or other Tribunal as required
* Represent the Ministry in any other legal proceedings as required
* Coordinate and liaise with Crown Lawyers, other practitioners, Courts and other agencies throughout the area or areas assigned.
* Instruct the Crown or other solicitors to conduct legal business for the Ministry as required

***Senior Lawyers will also:**** Provide assistance/mentoring to other legal staff
* Help clients manage the overall legal risk and develop strategies, plans and actions to address these risks
* Identify improvement opportunities in area of practice and ensure operating procedures are based on best practice
* Provide legal advice and advocacy to senior management throughout the Ministry as required
* Actively participate in and contribute to future planning for Legal Services (where appropriate)
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| **Relationship Management** | ***Graduate Lawyers and Lawyers will:**** Develop and maintain relationships with key stakeholders
* Maintain a client focused approach
* Assist in building appropriate levels of understanding among key stakeholders of the operations, imperatives and constraints of the Ministry
* Assist in building and maintaining close cooperative relationships with key external providers of Legal Services (both public and private sector)

***Senior Lawyers will also:**** Establish and build strong working relationships at all levels of the Ministry and within the legal profession.
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| **Team and Individual Performance** | ***Graduate Lawyers and Lawyers will:**** Participate in the development and operation of projects which include team members and others throughout the Ministry
* Contribute to team communication activities
* Identify and act on personal learning and development opportunities
* Participate in peer review of own and others work

***Senior Lawyers will also:**** Lead projects which include team members and others throughout the Ministry as required
* Provide leadership, mentoring and coaching within Legal Services
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| **Leadership** | ***Senior Lawyers will:**** Provide assistance, mentoring and coaching for less experienced legal staff
* Provide leadership at a site or sub-team level, including (as directed by the manager) the allocation and supervision of work by others
* Work with managers, identify mentoring, training and development needs for team members within the designated areas of expertise, skill or knowledge and work with the manager to see these needs are met
* Work with managers, proactively establish, maintain and monitor effective quality assurance mechanisms within the designated areas of expertise, skill or knowledge, ensuring all work meets / exceeds national service standards
* Actively encourage others and seek out opportunities for process improvement
* Guide and support colleagues; motivating legal staff to achieve set objectives
* Contribute to practice development and innovative delivery approaches within the team across Legal Services
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| **Technical/Professional Knowledge and Experience*****All levels will have***:* Been admitted as a Barrister and Solicitor in New Zealand and have (or be eligible for) a practicing certificate
* Good computing skills and typing ability and be competent working with MS Office

***Graduate Lawyers will have:**** Some experience or the ability to acquire experience in the application of relevant areas of law in which the Ministry operates
* A sound understanding of issues relevant to the Ministry’s business
* Some experience or the ability to acquire practical experience in providing advice clients

***Lawyers will also have:**** Expertise in the application of relevant areas of law in which the Ministry operates
* A strong understanding of policy and practice issues relevant to the Ministry’s business
* Practical experience providing advice to clients or in conducting cases and appearing before Courts and Tribunals
* Sound knowledge of the justice systems, the parliamentary system and Public Service administration

***Senior Lawyers will also have:**** Extensive expertise in relevant areas of law in which the Ministry operates
* Experience in the development of and adaptation of policy and practice issues to ensure continuous improvement is made
* Extensive experience providing advice to clients within a complex political environment or in conducting cases autonomously and appearing before Courts and Tribunals

**Other Requirements*** Willing to travel to fulfil job requirements
* Holds current drivers licence and is prepared to drive the Ministry’s vehicles if required.
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