



<b>Job Title</b>	Senior Advisor, Legal
<b>Reports to</b>	Chief Legal Officer
<b>Band</b>	18
<b>Location</b>	Wellington
<b>Last reviewed</b>	April 2024
<b>Delegations</b>	TBC

## About the Ministry

The Ministry for Regulation is a newly established small Government agency with a big job to do. We're charged with improving the rules and regulations imposed by Government to make them more streamlined and easier for New Zealanders to navigate.

The Ministry works to improve the efficiency and effectiveness of regulation and regulatory systems for New Zealanders by:

- Ensuring the quality of new regulation
- Improving the functioning of existing regulatory systems
- Raising capability of those who design and operate regulatory systems
- Providing continuous and enduring improvement of the regulatory management system

## Our values



We make a difference  
**Ka whakaaweawe tātou**



We empower  
**Ka whakamana tātou**



We are courageous  
**Ka whakamanawanui tātou**



We put people at the centre  
**Ka manaaki tātou**

## About the team

Legal Services provides legal advice and services to support the Ministry's corporate roles, policy and operational responsibilities, as well as advice on privacy matters (supporting the Legal Lead / Chief Legal Officer as Privacy Officer).



## About the role

The Senior Legal Advisor works with the Legal Lead / Chief Legal Officer and the other members of Legal Services to advise on:

- the legal framework that governs the regulatory management system
- policy and operational proposals that support the Minister and Ministry's functions
- legal risks and opportunities for the Ministry's role, functions, duties and powers.

To fulfil these responsibilities, the Senior Legal Advisor will:

- understand and advise on constitutional and administrative law, the public management system, and the regulatory management system;
- assist with the operation of sector reviews;
- engage with Crown Law and other departmental legal teams;
- support legislative and regulatory processes;
- provide corporate legal services such as advising on contracts and procurement; official information and privacy requests; health and safety; and internal policies and manage external legal suppliers as required.

## About you

- A tertiary qualification in law
- Currently holds, or is eligible to hold a practising certificate
- Knowledge of the machinery of government and of public sector and government processes
- Sound experience in providing trusted advice and briefings to senior leaders
- Demonstrated experience in advising and supporting people at all levels of an organisation
- Demonstrated strategic, conceptual and critical thinking skills and strong analytical ability
- Experience in preparing legislative drafting instructions
- Experience in drafting contracts and knowledge of government procurement rules and processes
- Ability to hold a NZ Government National Security Clearance

## Key relationships

### Internal

- Legal Services Team
- Secretary for Regulation
- Ministry for Regulation teams

### External

- Crown Law
- Departmental legal teams
- Regulatory organisations across the public sector



## **Leadership Success Profile**

The Leadership Success Profile (LSP) describes what effective leadership looks like across New Zealand's Public Service. The capabilities and outcomes required for this role are included in the Appendix. For more information please visit the [Leadership Success Profile](#) website.

## **Health, Safety and Wellbeing**

The Ministry for Regulation is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

## **Changes to Position Description**

Positions in the Ministry may change over time as the organisation evolves and priorities change. Job descriptions may be updated accordingly to reflect those changes in consultation.



<b>Leadership Success Profile</b>		
<b>Leading strategically</b> Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.	4	Thinks strategically Progresses current thinking Develops and implement strategy Engages people in the vision
<b>Leading with influence</b> Lead and communicate in a clear, persuasive, impactful, and inspiring way; to convince others to embrace change and take action.	3	Leads with purpose Persuades and inspire others Communicates clearly Displays leadership impact and gravitas
<b>Engaging others</b> Connect with people; to build trust and become a leader that people want to work and for.	2	Connects with others Listens Reads people and situations Communicates tactfully
<b>System leadership: stewardship</b>		
<b>Enhancing organisational performance</b> Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.	1	Supports organisational performance (i.e. suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency).
<b>Enhancing system performance</b> Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.	3	Builds strong internal relationships and contribute to your management team as a peer (organisational leadership) Builds external relationships and networks (sector leadership)
<b>Leading at the political interface</b> Bridge the interface between Government and the Public Sector; to engage political representatives and shape and implement the Government's policy priorities.	1	Shows political awareness (i.e. displays an understanding of the essentials of how the government and public sector work; and ensures that written documentation and verbal presentations reflect relevant political sensitivities).
<b>Talent management: identifying and developing our talent</b>		
<b>Enhancing people performance</b> Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.	1	Not relevant as a non-management role
<b>Developing talent</b> Coach and develop diverse talent; to build the people capability required to deliver outcomes.	2	Develops others (i.e. share own experiences and learnings; and demonstrates and teaches specific technical skills).
<b>Enhancing team performance</b> Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.	1	Not relevant as a non-management role
<b>Delivery Management: Making it happen – with and through others</b>		



<p><b>Achieving ambitious goals</b> Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.</p>	2	<p>Committed and tenacious Sets and achieves challenging goals</p>
<p><b>Managing work priorities</b> Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.</p>	2	<p>Planned and organised Purposeful about where to invest time</p>
<p><b>Achieving through others</b> Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.</p>	1	<p>Not relevant as a non-management role</p>
<p><b>Leadership character: tuturu te whakahaere</b></p>		
<p><b>Curious</b> Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.</p>		<p>Thinks analytically and critically Displays curiosity Mitigates analytical and decision-making biases</p>
<p><b>Honest and courageous</b> Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand.</p>		<p>Shows courage Shows decisiveness Leads with integrity</p>
<p><b>Resilient</b> Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.</p>		<p>Displays resilience Demonstrates composure</p>
<p><b>Self-aware and agile</b> Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.</p>		<p>Encourages feedback on own performance Can self-assess Adaptive approach Shows commitment to development</p>