



Job Title	Head of Legal
Reports to	Deputy Chief Executive, Organisational Enablement
Band	20
Location	Wellington
Last reviewed	February 2025
Delegations	CLO, Privacy Officer, Level 3

About the Ministry

The Ministry for Regulation (the Ministry) is a small government agency with a big job to do. 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

The Organisational Enablement business group is responsible for delivering essential corporate support and enabling functions to ensure the Ministry operates smoothly and effectively. It includes pivotal functions that are integral to supporting the Ministry's core activities, such as Engagement and Communications, Ministerial Services, People and Operations, Legal, Finance, and Digital and Insights. Together, these functions maintain the Ministry's operational efficiency, facilitate strategic decision-making, and ensure compliance.



About the role

The Head of Legal will be responsible for overseeing and managing the Ministry's legal operations, providing legal advice and services to support the Ministry, strategic oversight, risk management, and ensuring compliance with relevant laws and regulations. They will provide expert advice on legal compliance, corporate governance, and risk management.

In addition, the Head of Legal leads the Legal Team, and is tasked with ensuring the Legal Team has ongoing capability to meet the needs of the organisation and effectively provides legal advice and services for the Ministry.

The Head of Legal will work closely with members of the Legal Team to advise on the legal framework that governs the regulatory management system, as well as on policy and operational proposals that support the Minister and Ministry's functions. This role will also focus on identifying and managing legal risks and opportunities related to the Ministry's role, functions, duties, and powers.

As with all small Ministries, the Head of Legal is also responsible for a number of other roles. In particular:

- Being the Ministry's Privacy Officer under section 23 of the Privacy Act;
- Managing the Ministry's delegations and conflicts of interest policies;
- Initiating protected disclosures under the Protected Disclosures (Protection of Whistleblowers) Act 2022; and
- Approving sensitive expenditure in relation to the Deputy Chief Executive Organisational Enablement.

The Head of Legal is a part of the Organisational Enablement Leadership Team and works with the group to ensure that that key priorities are identified and resourced, sharing resources as needed so that Organisational Enablement becomes 'greater than the sum of its parts'.

About you

- A tertiary qualification in law and extensive proven experience in a legal role in the public sector (ideal) or commercial sector
- Holds, or eligible to hold, a practising certificate as a Barrister and Solicitor of the High Court of New Zealand
- Proven experience working in complex and politically sensitive environments, with a deep understanding of the machinery of government and government processes and procedures
- Experience in advising, influencing and supporting individuals at all levels of an organisation



- An active membership and engagement with relevant industry groups and networks
- Role models continuous learning and development and is transparent and open about personal effectiveness and growth.
- Ability to hold a NZ Government National Security Clearance.

Key Accountabilities

Legal	<ul style="list-style-type: none">• Lead and manage the Legal Team to ensure all legal aspects of the business are in compliance with applicable laws and regulations• Provide counsel on business and legal matters, including corporate governance, constitutional and administrative law, the public management system, and the regulatory management system• Oversee commercial legal advice and contract negotiation, review and drafting, ensuring that the Ministry's interests are protected• Collaborate with Crown Law and other departmental legal teams to ensure alignment on legal matters• Represent the Minister or Ministry in engagements with external stakeholders on legal, and regulatory issues• Manage a range of external legal service providers, ensuring the Ministry receives high-quality and cost-effective legal support as required• Advise on risk management and mitigation strategies, providing proactive legal solutions.• Keep abreast of emerging issues and new developments in the legal profession and for lawyers with government• As the Ministry's Privacy Officer, oversee the delivery of the Ministry's privacy work programme, provide advice on privacy requests, and lead responses to potential privacy breaches.
Leadership and Strategic Oversight	<ul style="list-style-type: none">• Serve as a key member of the Organisational Enablement leadership team, advising on strategic legal matters that impact the Ministry's operations and objectives• Collaborate with cross-functional teams to drive the Ministry's strategic goals and ensure alignment across legal operations• Lead, mentor, and develop a high-performing Team, fostering a culture of collaboration, accountability, and continuous improvement• Provide guidance, coaching, and professional development opportunities to team members, helping them achieve both individual and team goals



	<ul style="list-style-type: none">• Promote a supportive and inclusive work environment, encouraging open communication and a positive team dynamic.• Lead by example to embed the desired organisational culture, values, and behaviours.
Relationship Management	<ul style="list-style-type: none">• Build and maintain strong working relationships with key internal stakeholders, including the Senior Leadership Team (SLT), managers and other kaimahi within the Ministry, ensuring effective collaboration on legal matters• Act as a trusted advisor to the SLT, and other internal stakeholders, providing timely and strategic legal insights to inform decision-making• Represent the Ministry at a senior level with officials and Ministers, promoting the interests of the Ministry• Foster a culture of transparency and open communication, ensuring that internal stakeholders are kept informed of legal developments that could impact the Ministry's operations• Drive and foster effective engagement between crucial external organisations and the Ministry by identifying, cultivating, and maintaining a strong network of contacts.• Establish and manage strong working relationships with other Legal Teams affected by regulatory reviews.• Serve as a role model for connecting, collaborating, and sharing knowledge, while fostering trusted and productive working relationships, both across the Ministry and with external stakeholders.
Risk Management	<ul style="list-style-type: none">• Proactively identify and manage organisational and operational risks• Be accountable for continuously monitoring risks, developing key strategies to manage them, conducting environmental scanning to anticipate new risks or changes in risk status, and contingency planning for areas where risks cannot be mitigated.
Procurement	<ul style="list-style-type: none">• Along with the Principal Advisor, Finance, provide guidance to project leads on procurement process and guidelines.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.



Key relationships

Internal

- Senior Leadership Team
- Managers and kaimahi across the Ministry

External

- The Crown Law Office
- Parliamentary Counsel Office
- Chief Legal Officers across the Government Legal Network
- Legal Teams in government departments and agencies affected by Regulatory Reviews
- External suppliers
- Government Ministers and their staff
- Other Central Agencies

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 with you.