

Legal Counsel

Pūtake Tūranga - Scope

Supporting the business through the provision of reliable and robust legal advice, escalating or seeking external specialist expertise where appropriate.

Providing advice and assistance with documentation in relation to public, administrative, commercial contract and property law. Advising on litigation and regulatory issues, appearing as in-house counsel as required and ensuring that Council meets its statutory requirements with respect to official information requests.

Management and coordination of Council's legal services and advising on legislative changes and compliance.

Nga Whaingā - Key responsibilities

Legal support and in-house counsel

Provide sound legal advice and representation that protects the interests of Northland Regional Council, with sound representation at council proceedings.

Provide sound fit-for-purpose legal advice and guidance in decision making, including:

- Raising awareness of legal risks across the board
- Assisting staff in the preparation of legal documents such as contracts, briefs and evidence
- Where required, referring issues raised onto external legal specialist with appropriate expertise
- Providing representation at proceedings and advocacy support where council is represented by external specialist counsel
- Providing legal advice on governance matters including Elected Member Code of Conduct, Council Resolutions and Policy Development.

Support the business to achieve efficiencies in procuring, interpreting, and storing legal advice, and provide advice and assistance to staff engaging further or specialist legal advice.

Improve councils' legislative awareness, including keeping managers up to date and informed of legislative changes and managing compliance and reporting; ensure that requirements under the Local Government Official Information and Meetings Act are understood and met.

Review the engagement of legal advice across council on a regular basis provide advice to the executive leadership team on any efficiencies that may be gained.

Lead the preparation and delivery of staff training on legal risks and obligations surrounding contract management.

Your contribution will ensure that quality legal advice is provided, that external legal advice is only obtained when necessary, and that council gains maximum value for its legal spend.



CHOOSE POSITIVITY



DO THE RIGHT THING



KOTAHITANGA



LEARN AND IMPROVE



LISTEN



OWN IT



WHANAUNGATANGA

Qualification, skills and experience:

- Bachelor of Laws (LLB).
- Admission as a Solicitor or Barrister in New Zealand, holding a current practicing certificate with a minimum of five years post-qualified experience.
- Demonstrated understanding of the Local Government Act 2002 and other local government legislation
- Strong written and oral communication, and ability to communicate complex information with a varied and broad range of stakeholders.
- Ability to work independently and manage both technical and administrative demands.
- Sound understanding of local government systems and processes.
- Ability to provide advice around legal risk identifying options that are both innovative and practical.
- Experience in mediation and dispute resolution.
- Ability to operate effectively with a high level of diplomacy.
- Working knowledge of Te Tiriti o Waitangi and partnerships with Māori.
- Very good understanding of relevant computer programmes.
- Demonstrated ability to work within a team environment.
- Displays cultural empathy and awareness.
- Displays personal and professional integrity.
- Committed to health and safety and organisational values.

Reports to: Corporate Strategy Manager
Group and Department: Te Roopu Taumatua - Corporate Services
Location: Whangārei
Date: September 2024

Declaration	
I have read and understood the contents of this Job Description.	
Name:	(Please print full name)
Signature:	Date:

