



TaurangaCity

Job Description

Title	Legal Counsel
Number	102592 / 102593
Group	Chief Operating & Financial Office
Division	General Counsel
Reports to	Team Leader: Litigation & Regulatory Legal
Direct reports	N/A
Date	10 May 2024

Position holder commitment

The position holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to: -

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Position purpose

The primary purpose of this role is to provide advanced specialised legal services and support to the council in areas of corporate law, privacy and regulatory. The role has a particular focus on contentious matters including before, during and after managing litigation.

Key outcomes

Sound legal advice is provided to council.	• Legal advice is well researched, pragmatic, solution-focused, timely and effective. • Advice contributes to the continued development of council's plans, strategies, policies, procedures, bylaws, templates, and staff training. • Management of legal proceedings including before, during and after managing litigation. • Monitoring legislative reform processes and changes pertaining to council, communicate these to the relevant staff, and assist with formulating submissions
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	to Select Committee, the NZ Law Commission or government department relating to those changes.
Well researched, timely legal reporting is provided to council.	• Legal issues are reported to the Team Leader: Litigation & Regulatory • Reports are made to members of the Executive Leadership Team as required. • Reports are made available to Council and relevant committees. • Reports are made to the council's insurer on liability issues.
Professional relationships are developed, maintained, and leveraged to achieve business goals.	• Effective internal and external professional relationships are developed. • Professional relationships are leveraged to benefit achievement of business goals.
Create, communicate, and maintain procedures within council.	• Necessary procedures are identified and created for the internal functioning of the Legal Services team. • Identify the need for procedures to improve legal compliance in other areas of council and assist with their development. • Existing Legal Team procedures are routinely reviewed to ensure they work effectively and efficiently. • Undertake functions or provide advice and support to improve council's legal compliance.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
• Bachelor of Laws (LLB) Degree. • A current New Zealand Law Society practicing certificate as a Barrister and Solicitor, or eligible to hold a practicing certificate. • 5+ years relevant post-qualification experience with expertise in litigation, corporate law, privacy, or leadership in local government legal matters. • Excellent knowledge of law practices, protocols and regulations, and the ability to think critically. • Excellent communication, and interpersonal skills.

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Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections