|  |  |
| --- | --- |
| **Position:** | **Poutoko Ture - Solicitor** |
| **Te Puni:** | Te Puni Tautoko Whakahaere - Organisational Support |
| **Reports to:** | Tumu Whakahaere Ratonga Ture - Manager Legal Services |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |
| **Date:** | September 2019 |

**ORGANISATIONAL STATEMENT**

The Te Puni Kōkiri approach to development and wellbeing is reflected through Te Ohu Whanake – sowing the seeds of development. It is an approach that seeks to:

* Create a solid platform of community-based relationship and engagement with whānau, hapu and iwi;
* Improve outcomes by focusing on Māori aspirations, and on opportunities and innovative ways to accelerate development;
* Position government to be an enabler and a partner, empowering Māori choices; and
* To create equity and equitable outcomes in an environment in which Māori can succeed, both here and abroad.

***Whānau Taurikura - Thriving Whānau****is our vision****.***

Whānau development and whānau-centred approaches sit at the centre of our policies, activities and initiatives.

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](http://www.tpk.govt.nz/)

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*.

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

**TE PUNI (OR GROUP) STATEMENT**

The Organisational Support Te Puni supports Te Puni Kōkiri by providing the processes, systems and advice that enables the organisation to operate effectively, including:

* Information Services
* Technology services
* Technology services
* Finance
* Legal services
* Human Resources & Capability
* Ministerials & Business Support
* Asset Management
* Communications

Job Description Updated & Certified:

 Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /

**PURPOSE**

The Solicitor is responsible for assisting the Manager, Legal Services to provide the highest quality legal advice on law reform, policy and programme initiatives in a manner which supports decision making, minimises legal risk, and significantly contributes to Te Puni Kōkiri’s role and objectives. This includes:

* Providing the highest quality legal services to the Minister and Te Puni Kōkiri on all matters.
* Monitoring and assisting with the review of legislation impacting on Māori.
* Preparing contracts and other legal documentation as required.
* Participating in law reform initiatives, policy projects and programme initiatives as required.
* Representing Te Puni Kōkiri on inter departmental and other fora as appropriate.
* Assisting with the administration of Māori Trust Boards and other legislation administered by Te Puni Kōkiri.

**DIMENSIONS**

Range of Influence:

The Solicitor provides advice and opinion to the Chief Executive, Executive Team and Te Puni Kōkiri managers. The Solicitor will also provide advice and opinion as required to the Minister for Māori Development.

Leadership:

The Solicitor has no direct reports but is expected to take a leadership role in relation to specific projects and tasks that have been allocated to them.

Financial:

N/A

HEALTH AND SAFETY

Understand, promote and demonstrate a commitment to sound health and safety practices by applying Te Puni Kōkiri Health and Safety Policies and Procedures.

**SPECIFIC ACCOUNTABILITIES AND DELIEVERABLES**

* To provide sound legal advice that reflects good understanding and research that will assist to progress matters and mitigate against risk.
* To support the contracting function for the Ministry through the provision of advice which allow well informed contracting decisions to be made and promote ethical practices and compliance with current government policies relating to contracting.
* Providing the Manager, Legal Services with timely and accurate advice
* Providing the Manager, Legal Services with information and assistance to develop and review of policies to meet all legal requirements and the needs of the organisation.
* Providing advice on the legal obligations of the Ministry including general statutory compliance, specific statutory responsibilities and the implementation of legislation administered by the Ministry.
* Building and maintaining relationships with key stakeholders including:
	+ Crown Law Office
	+ Office of the Auditor and Attorney General
	+ The Office of the Ombudsmen
	+ State Services Commission
	+ Minister of Māori Affairs

**KNOWLEDGE, SKILLS AND EXPERIENCE**

Essential

* A law degree and at least 2 years legal experience.
* A sound understanding of the legal implications of the Treaty of Waitangi.
* An understanding of significant issues prevalent in the area of Māori affairs.
* A high standard of analytical, written and oral communication.
* The ability to provide accurate and relevant legal advice.

Preferred

* An understanding of tikanga and te reo.

**SPECIAL REQUIREMENTS**

* The ability to manage work demands so that tasks/activities, both on-going and specific, are completed within required deadlines.
* The ability to work as part of a team to assist with the attainment of team objectives.
* A willingness to commit to the values of TPK and the objective of Māori development.
* The ability to work well under pressure and maintain an appropriate attitude in all circumstances

**COMPETENCIES**

Our competency frame work incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have. The following indicators represent the manifestation of competencies required for this role.

## *Role Specific Competencies*

Role specific competencies describe technical requirements specific to a role: Legal Analysis.

Legal Analysis is when you:

* Use legal principles, case law, legislation and other legal resources to provide legal advice
* Use a robust analytical approach to solving legal problems.
* Formulate legal advice to address specific legal issues.
* Consult appropriately.
* Communicate the legal message to clients in an appropriate form.
* Understand and recognise the context in which the legal advice is being given.
* Where appropriate, use Māori knowledge and values to inform legal analysis.

### Manaakitanga – Development

You are at Manaakitanga when you:

* Are adept at researching legal issues to gather information and formulate legal advice
* Maintain an awareness of area of work so that legal advice is targeted appropriately.
* Define legal problems ensuring that advice is appropriately targeted
* Understand processes of policy development and provide pro-active legal advice
* Brief the Minister clearly and accurately on low level legal issues.
* Represent Te Puni Kōkiri at low level interagency forums.
* Craft legal advice clearly, logically and using appropriate tone.
* Identify and raise legal matters that may be politically or publicly controversial.
* Are able to incorporate Māori knowledge and values in legal analysis.

**CORE COMPETENCIES**

**Māori Perspective**

* Have some understanding of Māori values and knowledge including its origins
* Have basic Te Reo Māori including some vocabulary and structure
* Have an understanding of Tikanga and are confident in situations where observed.
* Apply a Māori paradigm to your work
* Work alongside Māori groups and take the time to ern their respect
* Understand the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives.

**Leadership**

* Develop a professional approach to your work
* Share knowledge and information
* Show commitment to team goals
* Work collaboratively with other team members of the organisation
* Work within any change requirements.

**Relationship Management**

* Understand principles of Māori interrelationships and acknowledge when dealing with people
* Actively participate and enjoy building the capability of the team
* Promote a friendly, cooperative climate in groups and teams
* Identify stakeholder needs and follow up to address them
* Build and maintain the formal and informal networks and relationships that are important to the achievement of work objectives
* Show an interest in people’s issues and activities that go beyond the immediate work
* Engage others before making decisions
* Come face to face with conflict rather than trying to avoid it

**Communicating Effectively**

* Use basic Te Reo Māori in your work and know when it is appropriate to use
* Communicate Kanohi ki te Kanohi where possible
* Prepare and present clear and concise, written and verbal information to individuals or groups
* Set out arguments logically to persuade others
* Consider different communication methods and mediums to convey the desired message
* Deliver difficult messages tactfully
* Listen and ensure understanding of other people’s viewpoints
* Convey relevant information to interested parties
* Contribute important information to team discussions.

**Results Orientation**

* Plan work and projects by identifying objectives, timeframes and priorities; then monitor and report on progress
* Solve problems by breaking down into parts, gather information from appropriate sources and identify the links between situations and information
* Incorporate Māori concepts and values into your work approach
* Recognise when problems or issues create risk and act to mitigate and/or advise appropriate others
* Pursue work with energy, drive and a need to finish
* Read changing work demands and respond positively

**Business Understanding**

* Model Te Puni Kōkiri’s values
* Align your work with organisation’s strategies and objectives
* Have a commitment to business policy and procedures and act to uphold them
* Understand roles and functions of business groups and how they interrelate
* Understand the basic principles of the Treaty of Waitangi and apply to your work
* Understand high level operation of government
* Understand and acknowledge relationships with other government agencies
* Maintain awareness of the political environment
* Consider impact of decisions on Te Puni Kōkiri’s stakeholders

**KEY RELATIONSHIPS**

**Internal**

|  |  |
| --- | --- |
| Contact | Nature and Purpose of Relationship |
| manager, legal services | responsible directly to manager, Legal services |
| deputy Chief executive organisational support | provision of legal advice and Will be required to report directly to dCE Os when acting Manager, legal Services |
| chief executive | provision of legal advice  |
| solicitors | contributing to work of the team |
| tpk staff | provision of legal advice |
|  |  |

**External**

|  |  |
| --- | --- |
| Contact | Nature and Purpose of Relationship |
| minister for Māori development | provision of legal advice  |
| crown law office | sourcing external legal advice |
| external solicitors | sourcing external legal advice |
| office of the Ombudsmen | official information act matters |
| state services commission | public sector issues |

**DECISION MAKING AUTHORITY**

The schedule of delegated authorities detail those departmental and non-departmental decisions that this position is authorised to make. The following summarises the key decision making authorities.

**Human Resource Authority**

|  |  |
| --- | --- |
| Area of Delegation | Delegated Authority |
| Recruitment | **nil** |
| Remuneration | **nil** |
| Development and performance | **nil** |
| Ending employment | **nil** |

**Financial Authority**

|  |  |
| --- | --- |
| **Delegation Level** | **Nil**  |
| Maximum Expenditure Limit | Nil  |

**Non Departmental Delegations**

This position has been delegated the authority to approve expenditure in the following non-departmental areas:

Nil