
ROLE:	Corporate Lawyer
REPORTS TO:	General Counsel
TENURE:	Permanent
LOCATION:	Wellington

About Te Tumu Paeroa

Te Tumu Paeroa is an independent organisation supporting Māori land owners to protect and enhance their land – for now and generations to come. We work with land owners, trustees and the Māori Land Court. We look out for what’s best for the people, the land and the future.

Role Purpose

A newly created position has been opened up for a second Corporate Lawyer to join Te Tumu Paeroa’s legal team assisting the General Counsel of the Māori Trustee to manage the legal issues of the Māori Trustee. The Corporate Lawyers work directly with the Business in all aspects of the legal work of the Māori Trustee including Māori land law, trusts law, estates, landlord and tenant, conveyancing and general property, commercial and contract, resource management, legislative compliance, opinion work, litigation and dispute management including appearances a counsel. The role is a challenging and rewarding one given the wide number of legal issues raised by the work of the Māori Trustee.

Key Accountabilities

- 1. Carry out legal work relevant to the Business under the direction and supervision of the General Counsel**
 - Provide a full range of legal advice to business teams in support of their operational business functions and directly to the Senior Leadership Team, ensuring legal risk is identified and appropriately managed in support of optimum business outcomes
 - Negotiate, draft and review contracts and other legal documents to meet business needs
 - Manage disputes and litigation including drafting of all court documentation
 - Act as counsel for the Māori Trustee in the Māori Land Court, District Court, Senior Courts and other fora
 - Secure outcomes that minimise legal, financial and reputation risk to the Māori Trustee and result in commercially acceptable outcomes for the Māori Trustee
 - Proactively work with the Business to manage potential or threatened legal claims against the Maori Trustee.

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- Work both independently of and with General Counsel and other members of the Legal Team depending on nature and volume of workflows, and report in a timely and comprehensive manner to the General Counsel, and where appropriate Senior Leadership Team and Business Managers
 - Assist the General Counsel on any internal project that the Legal team is involved in within the Business.
- 2. Manage legal risks associated with legislative compliance**
- Provide legal advice and opinions on legislation under which the Māori Trustee operates or is subject to
 - Assist the Business to develop and embed organizational processes and practices that are legally compliant and achieve desired Business outcomes
 - Oversee and review responses to client information requests, official information requests, and requests under the Privacy Act. Where required assume responsibilities as the Privacy and/or AML Compliance Officer.
 - Lead in-house training for the Business that assists to strengthen a culture of legal compliance and best practice
 - Work collaboratively with the Business to identify, establish and embed behaviour and practices that contribute to minimisation and management of litigation risk or the risk of complaints that may lead to a claim, including through in-house training.
- 3. Develop and maintain key precedents**
- Structure, develop, draft, revise and maintain template/precedent legal documents to support core business functions ensuring legality and commercial effectiveness of business practices and transactions
- 4. (Preferably) Maintain an in-house Conveyancing capability**
- Meet the personal and professional requirements of LINZ to hold the e-dealing license to undertake conveyancing and make alterations to the Land Titles Register for New Zealand
 - Where applicable, provide training/assistance to qualified internal staff to enable them to carry out conveyancing functions and transactions in accordance with professional guidelines
 - Develop precedents, systems and documents as required for an e-dealing capability, oversee Māori Trustee conveyancing transactions ranging from subdivisions, to title encumbrances of any nature, to transfers, leases and financing, for both general and Māori Land, and of both fee simple and leasehold estates, review all conveyancing documents and processes for each transaction and undertake all transaction certifications required by Land Information New Zealand in order to complete conveyancing transactions
- 5. Complies to Professional Obligations**
- Comply with standards prescribed by the New Zealand Law Society and as set out in the Lawyers and Conveyancers Act and relevant regulations.
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- If applicable, meets the personal and experiential requirements specified by the Registrar General of Land and the duties, responsibilities and obligations imposed in respect of Land Register alterations from time to time by the RGL.

6. Organisational Obligations

- Comply with Te Tumu Paeroa policies and procedures
- Follow and promote all Health and Safety practices and instructions

Internal Relationships

- General Counsel
- Property Team
- Senior Leadership Team
- Business Unit Managers
- All other Te Tumu Paeroa Staff

External Relationships

- Te Puni Kokiri Legal Team
- Māori Land Court Registry Staff
- Owners, Trustees or customers of land administered by Te Tumu Paeroa

Person Specification

Experience/Professional Requirements

- At least 5 years post-admission in-house or commercial law firm experience
- Holds a current practising certificate issued by NZLS
- Proven experience in all or as many of the following areas of law: Māori land law, trusts law, estates, landlord and tenant, conveyancing and general property, commercial and contract, resource management, legislative compliance, opinion work, litigation and dispute management.
- Certification to practise conveyancing (desirable)
- Excellent legal analytical, problem solving skills and attention to detail. Consistently demonstrates well-structured and rational analysis and decision-making.
- Consistently demonstrates clear and concise written and oral communication. Clearly expresses opinions, information, arguments and solutions in a variety of styles and settings
- Consistently provides quality legal advice and representation which is strategic, legally accurate, solutions focused and well-targeted
- Experience in conflict management mitigation essential
- Proficient to an intermediate level in Microsoft Word and Excel, with experience producing high level reporting.

Personal

- Possesses exceptional personal integrity
- Engenders trust and credibility
- Is honest and hardworking
- Maintains confidences
- Always acts ethically and consistently with professional obligations
- Acts as a role model for the organisation; consistently demonstrating the desired behaviours. Respects personal boundaries of others and behaves in an appropriate manner
- Acts in a manner which enhances the reputation of the Maori Trustee and Te Tumu Paeroa
- Is highly resilient – able to work well in a high pressure situation over sustained periods
- Able to achieve outstanding results through sustained actions over time in the face of obstacles.
- Is tactful and diplomatic
- Sets and maintains the highest standards.
- With limited instruction acts independently and responsibly to reach desired outcomes
- Is proactive and resourceful
- Takes responsibility and is accountable
- Assists colleagues to achieve their responsibilities and goals
- Understands when to sound-out advice or assistance from others
- Constantly wanting to improve and develop
- Accepts and takes on the challenge of constructive criticism
- Enjoys being part of a team and participates in team activities and events
- Contributes to a collegial and cooperative Legal team
- Respects Māori cultural values and customs

Core Competencies

Customer Focus

- Puts customer first and delivers what customers want (without compromising own organisation systems)
- Models and encourages excellent customer service and considers customers in all business development planning
- Seeks inputs from customers to ascertain their needs
- Sets clear expectations with customers and stakeholders and manages or exceeds those expectations
- Addresses and resolves promptly any customer queries or concerns.

Relationship Management

- Develops relationships within and outside organisation working with and through people to achieve outcomes.

Teamwork / Interpersonal Skills

- Builds and sustains relationships through respect for individuals, open communication, and displaying sensitivity towards people

- Demonstrates an approach to working with and through others that shows a willingness and drive to embrace a culture of collaboration and ownership
- Works comfortably at all levels (internal and external).

Quality and Results Focus

- Is detail conscious and continuously strives for greater levels of effectiveness, efficiency, and minimisation of risk
- Sets goals, predicts and overcomes barriers to achievement
- Maintains focus on priorities
- Demonstrates initiative (i.e. takes action before being asked, makes suggestions on how to improve things at work, attempts to resolve problems in the first instance without referral to others)
- Demonstrates energy, determination, tenacity and persistence to achieve outcomes
- Shows a commitment to continuous learning and development - thus improving capabilities for the organisation.

Higher-level Thinking and Judgement

- Sees the bigger picture / patterns and connections
- Is perceptive and insightful – comfortable in a new environment and understands it very quickly
- Anticipates and identifies consequences of actions and obstacles - makes sound decisions based on thorough analysis.

Integrity and Accountability

- Maintains a high standard of ethical practice, remaining fair, honest, reliable and trustworthy in dealings with all people
- Demonstrates loyalty to Māori Trustee's vision and values through own business practices
- Portrays a professional image to customers (internal and external) and actively supports Māori Trustee initiatives
- Takes responsibility for own actions, does not make excuses.