

Poutoko Ture Matua | Senior Solicitor

Manatū
Taonga
Ministry
for Culture
& Heritage

Te Whakaaturanga Tūranga | Position Description



Ki te puāwai te ahurea, Ka ora te iwi | Culture is thriving, the people are well

He manatū iti, he mana whānui, he toronga whānui, he manawa nui anō hoki tēnei e karanga atu nei. Nau mai, tomo mai, kia rongo ai tāua i ngā tākirikiringa o te whatumanawa o tō tāua tuakiritanga ā-motu.

An invitation from a small ministry, with a broad mandate, a wide reach and a big heart. Come in, let us all get a sense of what speaks to the heart of our national identity.

As a Senior in Te Iho, you will contribute to setting the strategic direction and achieving longer-term outcomes for Te Iho and provide leadership within the Group. With an eye for detail, you can see how things will play out, how messages will be received, and can advise how to clear the path for ease of implementation. You lead a work programme and take the initiative when you see a gap. You enhance team and organisational performance in the way you engage within and across teams, and you demonstrate with ease the values and behaviours that create a positive work environment. You give confident and honest advice to decision-makers.

Mō te ratonga tūmatanui | About the Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua a te ratonga tūmatanui i roto i ā mātou mahi.

In the Public Service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the Public Service in our work.

Mō Te Iho | About Corporate Services

Our name, Te Iho, is used to refer to this group as the heart, essence or inner core of the Ministry given our work across the Ministry. The group provides services across multiple disciplines, working with the other groups to ensure our people have the tools, resources and capabilities to deliver on our work programme. We provide Finance, People and Culture, Information Technology and Information Management, Facilities and Emergency Management, and Legal services to the Ministry.

Aronga mahi | Work focus

Reporting Line	You work in Te Iho Corporate Services reporting to the Pou Arataki o Te Pae Ture Chief Legal & Compliance Officer
Direct Reports Accountability	Nil
Financial Accountability	Nil

Te whāinga me te putanga | Purpose and outcome

This role provides legal advice to people across Manatū Taonga and enables Manatū Taonga to engage confidentially and in a timely manner to external stakeholders. In this role you will understand the context in which the Ministry operates in and be able to proactively anticipate the needs of the Ministry.

Te horopaki me ngā kawenga | Context and responsibilities

You are part of a collaborative team providing legal services across Manatū Taonga. With your high level of expertise, you are expected to work alongside senior management providing legal advice on key Ministry projects and legislation that the Ministry administers. This includes providing guidance to others in the legal team and managers as to the way in which to handle medium to high-risk issues and monitoring how these issues are managed.

The type of work you will typically do in this role includes:

Policy and legislative development

- Provision of legal advice on the development of policy including identifying and advocating for the need for legislative change, consistency with the New Zealand Bill of Rights Act, Te Tiriti o Waitangi/Treaty of Waitangi, international law and other aspects of the Legislation Design and Advisory Committee Guidelines
- Preparation of drafting instructions and provision of legal advice in connection with the passage of statutes, and legislative instruments and other instruments. Liaison with the Parliamentary Counsel Office and other agencies.

Public law

- Provision of legal advice on statutory and other legal obligations of Ministers, and the Chief Executive.
- Providing legal advice on the administration of legislation administered by the Ministry including the Protected Objects Act, and the Flags, Emblems, and Names Protection Act.

- Providing legal advice on other legislation and legal requirements including the Crown Entities Act, the Public Finance Act, the Public Service Act, the Official Information Act and Privacy Act requests, and liaison with the Privacy Commissioner and Ombudsman's Office.
- Providing legal advice in relation to funding processes and decisions.

Other areas of law

- Providing legal advice on the Ministry's work programme on wide ranging issues including intellectual property law, privacy law, contract and commercial law, competition law, resource management law, and Te Tiriti o Waitangi/Treaty of Waitangi law.
- Drafting and advising on internal policies and procedures.

Operational

- Drafting taonga tūturu applications to the Māori Land Court, preparing briefs of evidence, drafting submissions and other legal documents to be filed in the Court, for sign off by the Chief Legal & Compliance Officer, and providing advice on/supporting any other litigation. Appearing at hearings by telephone conference/in person.
- Drafting letters and other correspondence including with the Courts, claimants, archaeologists, museums, and finders.
- Advising on the proposed use of the Ministry's enforcement powers and leading enforcement action if required

Procurement and contracting

- Drafting and reviewing contracts and other documents relating to procurement of services. Maintaining the Ministry's contracts register as needed.
- Ensuring compliance with external and internal guidelines.

Contribution to the wider Ministry and Public Sector

- Providing advice on and contributions to cross-government legal initiatives.
- Contributing to the Government Legal Network.

Ngā hononga | Relationships

You work confidently alongside senior leaders internally and from other agencies, iwi and Māori, and cultural sector networks and stakeholders to solve problems by drawing on your legal knowledge to provide solutions. This draws on your ability to frame a position and persuade and influence effectively. You work closely with other teams in Manatū Taonga to gain insight on the sector, improve policy development and support Crown-funded cultural agencies.

You work closely with managers and staff to ensure the impacts of implementation are considered. You work closely with and develop effective relationships in the Government Legal Network, the Crown Law Office, Parliamentary Counsel Office, Manatū Taonga Crown entities, and other government departments.

Ngā wheako me ngā tohu mātauranga | Experience and Qualifications

In addition to the skill requirements outlined at the end of the position description, the following experience and qualifications are specifically required for this position:

- At least five years + experience as a lawyer is preferred
- Understanding of the Machinery of Government
- The ability and confidence to lead the provision of legal support to internal client groups (with appropriate supervision)
- Experience in some of the other areas of Law relevant to this role.
- Tertiary qualification in Law, and the ability to hold a current legal practicing certificate
- Ability to build and maintain diverse networks of relationships internally and across sectors, understanding what drives others

Ngā āheinga me ngā kawatau | Capabilities and Expectations

Sometimes we may recruit for specific subject matter expertise or sector knowledge to ensure continuity of skills, knowledge, and credibility across Manatū Taonga in the public sector, culture, and heritage sector, and te ao Māori. We may also recruit to encourage a diverse workforce that reflects New Zealand communities. Regardless of your area of focus, knowledge and background, the underlying skills, and capabilities you bring to Manatū Taonga at this level are comparable with other Senior Advisers.

We focus on four key leadership capability areas. Below we have summarised what we expect from you, so that you contribute to the direction, stewardship, talent development and achievements of Manatū Taonga. It's not an exhaustive list.

Te Whakahaere o te Tuku | Delivery Management

We want you to do things like this:

1. Be that self-managing person who reliably seeks solutions and gets things done, knowing when to check in with your manager
2. Connect your work with others' work across Manatū Taonga and beyond, seeking opportunities to enhance what you or they do
3. He hononga tangata: Connect the New Zealand public, diverse communities, and Māori culture in designing and developing work
4. Develop evidence-based options, risks and recommendations and thorough implementation plans that delivers on what has been agreed
5. Manage your workload and work-life balance, being flexible in your approach as you juggle priorities and competing demands for yourself and others

Te Whakahaere Parapara | Talent Management

We want you to do things like this:

1. Build talent across the organisation using a coaching approach. Encourage people to share knowledge and make the most of their strengths, respecting what each person brings to Manatū Taonga, and supporting a diverse and inclusive workplace
2. He ngākau titikaha: Build confidence and capability in te reo, tikanga and the Treaty of Waitangi, encouraging others to do the same

3. Contribute to a positive organisational culture, demonstrating our values and behaviours and encouraging flexible ways of working
4. Be ready to adapt and take the initiative, stepping in if you see help is needed beyond your own area of work

Te Hautūtanga ā-Pūnaha | Systems Leadership

We want you to do things like this:

1. He hononga Tiriti: Lead the engagement with our Treaty partners in a way that responds to interests of Māori communities and the Crown, and that delivers improved outcomes for them
2. Build and maintain connections with key people and organisations, extending our networks to diverse communities to enrich our work
3. Maintain and build supporting systems and processes that strengthen our relationships, ensuring what we develop is well informed, sustainable and collaborative
4. Present work to internal or external audiences, framing a position clearly and persuading effectively (in person or in writing), while acknowledging different perspectives and being prepared to find a collective middle ground
5. Represent the priorities of Manatū Taonga well, using all opportunities to strengthen messages the government and Ministry wants to convey
6. Keep up with latest practices and developments in your field of work—use them, share them, and suggest adopting those that could improve the way we do things

Hautūtanga Rautaki | Strategic Leadership

We want you to do things like this:

1. Contribute to developing strategy, speaking up about challenges and opportunities you've identified in your work
2. Understand the strategic context for your work
3. He hononga Tiriti: Understand how the evolving Māori–Crown relationship and the Crown's Treaty obligations inform and shape your advice
4. Reflect the strategic intent in your work to make it real, and connect it to the work of others you work with
5. Discuss strategic context credibly with stakeholders and your team

Te āhua whaiaro | Personal character

Honest and courageous

Provide confident and honest advice to advance the longer-term best interests of all New Zealanders

Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives

Self-aware and agile

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people; to adapt well in a changing environment

Resilient

Show composure, grit, and a sense of perspective when the going gets tough; help others maintain optimism and focus

Ngā pūkenga – me matatau koe ki ēnei mea | Skills – what you must do well

- Communicate and engage credibly in person and in writing
- Analyse information, contextualise and position work accordingly
- Coach and support colleagues, imparting knowledge in a way that ensures a positive work environment
- Apply knowledge of te reo, tikanga and the Treaty of Waitangi, or have the willingness and commitment to learn
- Develop detailed plans, leading and implementing pieces of work to a successful conclusion
- Use your judgement to prioritise work and manage time effectively
- Self-starter who can operate independently as well as collaboratively

I have read and agree to the position description as detailed above.