

# POSITION DESCRIPTION

Position title: Legal Team Manager  
Department: Legal  
Reports to: Deputy Solicitor-General  
Document Date: February 2013

## Role Purpose

The role of legal team Managers is to lead the delivery (personally and through the team) of effective and efficient client-focused legal advice and representation to Ministers and government departments. In addition to providing professional leadership, managers are responsible for ensuring the team has the appropriate mix of counsel resource, and performance managing those counsel. Managers are responsible for allocation of work, including collaborating with other legal team Managers to ensure the best counsel from across the Office are working on a file. They participate in the development and implementation of the Office's strategic direction, including the preparation and implementation of policies and processes which support that strategic direction.

## Key Result Areas

### Principal responsibilities

- Manage and lead the allocated legal team to ensure it provides high quality and client-focused advice to Ministers and government departments. Ensure counsel work proactively with clients to identify and manage Crown legal risk.
- Allocate work that comes to the team by collaborating with the other legal team Managers and ensuring the most appropriate counsel from across the Office are allocated to each file. As part of this ensure work is done by counsel at the right level.
- Proactively manage balance between management and legal responsibilities.
- Personally represent the Crown in the courts, tribunals and alternative dispute resolution fora.
- Personally provide high quality and client-focused advice to Ministers and government departments.
- Personally work proactively with clients to identify and manage Crown legal risk.
- Personally provide high quality input into whole of government policy initiatives or policy in areas of individual subject-matter expertise.

- Accountability for the successful management and professional leadership of counsel within the team, encouraging high performance through coaching, mentoring and effective performance management.
- Develop and maintain the team's capability by ensuring the team has counsel with an appropriate range of capabilities to deliver the work effectively. This includes appropriate recruitment to fill vacancies that arise.
- Financial management regarding the team. This includes understanding how the team's actions impact on affected appropriations and assisting the relevant Deputy Solicitor(s)-General in ensuring the appropriations are not exceeded.
- Ensuring the team as a whole and counsel within the team understand, support and comply with Office initiatives, policies and processes. Where required, support in the development of these areas.
- Assist with ensuring effective working relationships between the Office's clients and the allocated legal team in particular. Ensuring all work is client-focused and provided to the expected standards.
- Assist with the resolution of any conflicts or disputes with clients that may arise from time-to-time.
- Input into and support the strategic direction, focus and policies for the Office.
- Input into and support development and implementation of Office initiatives, policies and processes. Lead compliance with all Office policies and processes by example.
- Be a role model of the Crown Law policies and values and adhere to the New Zealand Public Service Code of Conduct at all times.

### Qualifications (skills, knowledge and behaviour)

#### Qualifications and experience required:

- Bachelor of Laws (or equivalent) or above.
- Admissions in New Zealand as a barrister and solicitor and eligibility to hold a current practicing certificate issued by the New Zealand Law Society.
- Significant experience providing legal advice and representation to clients.
- Experience in managing and mentoring people in a dynamic and changing environment

#### Competencies and behaviours required

- **Courage;** Relishes leading people and or situations; takes unpopular stands if necessary; encourages direct and tough debate without being afraid to end it and move on; is looked to for direction in a crisis; faces adversity head on; energized by tough challenges.

- **Client Focus;** Is dedicated to meeting the expectations and requirements of internal and external clients; acts with clients in mind; establishes and maintains effective relationships with clients and gains their trust and respect.
- **Interpersonal skills;** Relates well to all kinds of people – up, down, and sideways, both within and outside of the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse high-tension situations comfortably.
- **Integrity and Trust;** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Collaboration;** Can quickly find common ground and solve problems for the good of all; can respect his/her own interests and yet to be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
- **Energy and Drive;** Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks. Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- **Living the vision and values;** Adheres to the Crown Law set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; is an effective role model to the extent that he/she constantly walks the talk.

# VISION & VALUES

## Purpose

We serve the Crown and uphold the rule of law.

## Vision

We are the Crown's trusted legal advisor. Our clients value our services.

## Values

Our values are:

### Leadership

- Committed to continuous improvement & development
- Value the trust placed in us by the Crown
- Leading in public law

### Professionalism

- Take pride in respecting & promoting the rule of law
- Committed to understanding clients' needs & delivery quality services
- Guided by State Sector values

### Valuing People

- Respect for our colleagues, organisation & clients
- Create & foster a collaborative, fun & supportive work environment
- Encourage & value a balance between work and life commitments

### Public Service

- Serve the government with professionalism & integrity
- Conduct ourselves fairly & lawfully
- Careful stewards of public resources

## Strategic Objectives

- Manage public resources responsibly
- Provide valued services
- Provide technical expertise & leadership
- Build a high performance culture
- Develop our reputation