

Job Description

Job Title:	Poutoko Ture Mātāmua (Principal) ¹
Directorate:	Enabling Services (ES)
Reports to:	Tumu Rōia Tuarua me Kaiwhakahaere Rōia (Deputy Treasury Solicitor & Manager)
Location:	Wellington
Date:	November 2023

Public Service Introduction

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga 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 hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

Treasury's Vision and Purpose

At Te Tai Ōhanga The Treasury we're creating a better future for New Zealand and everyone who calls our amazing country home. We're the Government's economic and financial advisor, working hard to raise the standard of living for everyone in Aotearoa, now and in the future.

Our talented people bring their diverse backgrounds and experiences to tackling New Zealand's biggest and most inter-connected issues like child wellbeing, climate change, health, housing and sustainable public financing. Every day, they are influencing, advising, and supporting Ministers, Crown CEOs and Government decision-makers to shape our country's collective tomorrow.

Our Values

- ▶ **Making a Difference - Kia Pono** - Our place at the heart of New Zealand's economic and financial tides provides a unique perspective and opportunity to influence, lead and serve. We apply our experience, skills and judgement and, with integrity, create high-quality, sustainable solutions on the big issues for New Zealand.

¹ It is important that legal staff do not hold themselves out as a Lawyer unless they hold a current practising certificate. Depending on the business needs a practising certificate will be issued and staff can be titled solicitors; otherwise their job title will be discussed and confirmed with the manager.

- ▶ **Enhancing Mana - Kia Whakamana** - He tangata, he tangata, he tangata! Our strength lies in the way we respect, empower, and connect with others. We are self-aware, open, and inclusive which ensures everyone can contribute, and succeed. We inspire others with our enthusiasm and aspirations.
- ▶ **Achieving Together (Kia Hono)** - Our success rests on the way we work and achieve results together, both with those inside and outside Te Tai Ōhanga. Curious, bold and resourceful, we build on the foresight, courage, and commitment of those who served before us.

Enabling Services Purpose (ES)

The Enabling Services division plays a lead role to achieve the Treasury's vision. It is a strategic and operational lead at the centre of the Treasury/Te Tai Ōhanga.

Broadly, the division provides services in financial management, people and wellbeing, information management and information technology, facilities management, legal advice, management and leadership, governance advice, engagement and communications, risk management and procurement, organisational strategy, organisational development, planning and reporting and ministerial coordination.

As part of the Central Agencies Shared Services agreement some business units of ES also deliver timely, quality and cost-effective services to other Agencies. This shared service supports a State sector wide objective to improve the efficiency and effectiveness of government.

The enabling services division provides the foundations for the Treasury's organisational strategy, ensuring it has the resilience, capability and values that underpin organisational success.

Portfolio/Team Purpose

Te Puna Rōia contributes to the Treasury's vision by providing robust and solutions-focused legal advice to effectively manage legal risk and implement projects. The Legal team works closely with policy and operational teams across the department to advise on a range of public and commercial law issues.

Role Purpose

The Poutoko Ture Mātāmua (Principal) has a strategic level of responsibility and technical leadership role in the legal team to provide general legal advice and services for the Treasury. Poutoko Ture Mātāmua (Principals) are expected to be technical leaders, leading and driving the team's most complex work programme and be a centre of expertise from whom other members of the team can learn. The Legal team contributes to the optimal achievement of the Treasury's results by helping to ensure operations are carried out in accordance with the law.

Key Accountabilities

Key Result Areas:	Key accountabilities/expectations (depending on your area of expertise).
Crown-Owned Companies and Crown entities	<p>Taking the lead on:</p> <ul style="list-style-type: none"> • Advice and preparation of documents relating to the incorporation/establishment of Crown companies and Crown entities. • Providing advice to Ministers and the Commercial, Infrastructure and Urban Growth Directorate and other Treasury directorates on commercial and / or corporate law issues, including advice on strategic matters, corporate structuring/form and appointment processes. • Statutory and regulatory approvals.
Contracts	<ul style="list-style-type: none"> • Preparation, review and contribution to the preparation and negotiation of contracts and other documents relating to guarantees, indemnities, acquisitions • Consultancy services contracts, All of Government contracts, and related matters. • Advising on general contracting and procurement processes.
Opinions	<ul style="list-style-type: none"> • Provision and peer-review of complex oral and written opinions on various commercial and / or corporate law matters, as they intersect with: <ul style="list-style-type: none"> ○ the legislation we administer or deal with frequently (including the Public Finance Act 1989, the State-Owned Enterprises Act 1986, the Crown Entities Act 2004, the Reserve Bank of New Zealand Act 1989, the Official Information Act 1982), and ○ the activities and statutory obligations of the Minister of Finance, the Minister for State-Owned Enterprises, the Minister responsible for the Earthquake Commission, the Treasury, Crown-owned companies and Crown entities. • Taking the lead on complex problem solving and implementation of practical steps to address issues raised in those opinions.
Te Tiriti o Waitangi and te ao Māori	<ul style="list-style-type: none"> • An understanding (or a commitment to develop an understanding) of: <ul style="list-style-type: none"> ○ Te Tiriti o Waitangi and its application to the Crown's legal obligations across Te Tai Ōhanga's mahi ○ Tikanga and keeping abreast of developments in the recognition of Tikanga and te ao Māori in the law ○ Building relationships to Te Puna Aronui within Te Tai Ōhanga ○ how to te ao Māori environments while recognising and respecting the unique identity and culture of te iwi Māori in Aotearoa ○ Te reo Māori capability

New Legislation	<ul style="list-style-type: none"> • Unsupervised preparation and assistance with the preparation and introduction to Parliament of draft Bills and promulgation of Legislative Instruments promoted by the Treasury, including preparation of drafting instructions and assistance with Cabinet Legislation Committee papers. • Attendance at Cabinet committees and Select Committees considering Bills promoted by the Treasury. • Perusal of draft Bills and Regulations promoted by other departments that are referred to the Treasury for comment or regulatory review and display of understanding of policy implications for the Treasury. Discussion of such draft legislation with the relevant Treasury teams and departments concerned, with a view to providing appropriate solutions and liaison with the Parliamentary Counsel Office. • Review of new legislation to assess the impact on the Treasury and issue guidance if necessary, leading implementation if appropriate.
Miscellaneous	<ul style="list-style-type: none"> • Proactively contribute advice on various miscellaneous legal matters, including commercial or corporate law issues as they interact with the statutory and other legal obligations of the Treasury or the portfolio Ministers we serve. • Standing in and acting for the Tumu Rōia Tuarua me Kaiwhakahaere Rōia (Deputy Treasury Solicitor & Manager), Legal at relevant internal or external meetings. • Engagement of, liaising with, and monitoring external lawyers as required by the Tumu Whakarae ā-Ture (Treasury Solicitor) and Tumu Rōia Tuarua me Kaiwhakahaere Rōia (Deputy Treasury Solicitor & Manager) . • Developing and updating internal processes, including policies for which the Legal team is responsible. • Actively contributing to the Legal team e.g. through team discussions, planning sessions, and formal and informal team building activities.
Contribute to Treasury	<ul style="list-style-type: none"> • Contribute to the Treasury as a good Treasury citizen and act in line with the Treasury's values.
Contribute across government	<ul style="list-style-type: none"> • Advising on, contributing to, or leading cross-government legal initiatives, considering implications for the Treasury and the Crown and leading implementation within the Treasury if appropriate. • Active contribution to, and participation in, the Government Legal Network.

Role Scope

Key Dimensions of Resources Controlled:

Revenue:	Nil
Expenditure:	Nil
Capital Assets:	Nil
Direct reports:	Nil

Key Relationships

- ▶ Te Puna Rōia
- ▶ Executive Leadership Team
- ▶ Treasury staff, including Directors and Managers
- ▶ External Lawyers, including government lawyers and private lawyers
- ▶ Government officials, including staff in Ministers' offices

Qualifications/Experience

Qualifications / experience:

- Law degree and hold, or eligible to hold, a practising certificate.
- Experience providing legal advice on complex commercial and/or corporate law matters
- Experience working with public sector clients (or who wishes to apply their expertise to public sector issues and transactions).
- A strong focus on client service, problem-solving and solutions
- The ability to play a role coaching and supervising more junior team members (including at times peer reviewing their advice)
- Ability to meet the criteria required to hold a NZ Government security clearance.
- Knowledge of Te Tiriti o Waitangi/ the Treaty of Waitangi and / or a commitment to build Te Tiriti competency and te Reo Māori capability
- 10+ years' experience as a lawyer