



## Kia hirahira te ture mō Aotearoa | Great law for New Zealand

### Project Delivery Lead (Legislation)

#### Ngā taipitopito mō te tūranga | Position details

Rōpū   Group/Team	Drafting
Ka tuku mahi ki a   Reports to	Deputy Chief Parliamentary Counsel, Drafting (DCPC Drafting)
Ngā kaihāpai   Direct Reports	Yes
Wāhi Mahi   Location	Wellington
Mana taimahi   Employment Status	Fixed Term (1 year)
Te rā   Date	November 2025

#### Ā mātou mahi mō Aotearoa | What we do for New Zealand

Ko Te Tari Tohutohu Pāremata (PCO), ko te tari e hanga ana i ngā ture hukihuki, e tā ana hoki i ngā ture, ā, ko ia te kaitohutohu ā-ture mā te Kāwanatanga.

Ko tā mātou whāinga ā-ture, he kōkiri i ngā whakatureture kounga nui e māmā nei kia kitea, kia whakamahia, kia mārama hoki, ā, mā reira e noho kaitiaki ai mō te whakatureture whānui o Aotearoa.

Ko ā mātou ratonga matua ko ēnei:

- Te tuku atu i te whakatureture me te hāpai i te tukanga whakatau ā-ture whaimōhio mā te kāwanatanga o te wā.
- Te whakarato ki te iwi o Aotearoa i te whai wāhitanga matua e whakaponotia nei ki ngā mahi whakatureture
- Te whakahaere i te pūnaha me te tino aronga kia pai ake te kounga me te whai wāhitanga ki te whakatureture.

The Parliamentary Counsel Office (PCO) is New Zealand's law drafting and publication office, and the Government's legislative advisor.

Our statutory objective is to promote high quality legislation that is easy to find, use, and understand, and to that end, to exercise stewardship of New Zealand's legislation as a whole.

Our core services are:

- Delivering legislation and supporting informed legislative decision-making for the government of the day
- Providing New Zealanders with trusted and central access to legislation
- Leading the system with a focus on improving quality and access to legislation

He tari tū Motuhake ā-ture te Tari i runga i ngā tikanga o te Legislation Act 2019. Ka noho takohanga te Tari ki te Rōia Matua o te Kāwanatanga, ā, ki te kore tētahi Rōia Matua, ko te Pirimia kē.

The PCO is constituted as a separate statutory office by the Legislation Act 2019. The PCO is under the Attorney-General's control or, if there is no Attorney-General, the Prime Minister.

## Tā mātou tāera mahi | How we work

Mā te whakamana tāngata me te mahi ngātahi, ka whai putanga tātou | Through valuing people and working together, we can achieve great outcomes.

The PCO whakatauākī | proverb provides a tikanga whakahaere | process for our people; it delivers a message emphasising the importance of teamwork and inclusivity. Our values are interrelated and mutually reinforcing. By aligning our values through the whakatauākī, we represent the essence of our culture and identity.



## Te aronga o te tūranga | Position purpose

The purpose of this role is to lead and coordinate strategic and operational projects that enhance the quality, efficiency, and accessibility of legislative delivery. The role supports the Deputy Chief Parliamentary Counsel (DCPC) Drafting and Drafting Team Managers by managing delivery-focused initiatives, enabling cross-group collaboration, and contributing subject-matter expertise to both digital and non-digital improvement efforts.

## Ngā haepapa matua | Key accountabilities

<b>Strategic and Operational Advice</b>	Support the DCPC Drafting by providing high-quality strategic and operational advice to inform decision-making and engagement <ul style="list-style-type: none"> <li>• Function as a trusted advisor and operational lead to the DCPC Drafting, supporting the execution of strategic initiatives, internal reviews, and planning cycles.</li> <li>• Provide high-quality analysis, advice, briefings, and communications to support internal decision making or external engagement.</li> </ul>
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<p><b>Project and Delivery Leadership</b></p>	<p>Ensure the effective coordination and delivery of legislative delivery improvement projects through structured planning and execution</p> <ul style="list-style-type: none"> <li>• Lead and contribute to digital improvement initiatives, including AI-enabled drafting tools, bilingual drafting systems and other business improvement initiatives.</li> <li>• Manage delivery of initiatives such as drafting quality improvement tools, workflow optimisation tools, review of quality assurance systems for te reo Māori in legislation, legislative risk monitoring systems, and other digital and non-digital projects.</li> <li>• Provide project support to facilitate Drafting Group input and decision-making on these projects.</li> <li>• Identify opportunities for improving and streamlining processes.</li> <li>• Coordinate input from subject-matter experts and ensure their contributions are effectively integrated into project outcomes.</li> <li>• Troubleshoot and resolve delivery challenges, re-prioritising work as necessary in collaboration with the DCPC Drafting and Drafting Team Managers.</li> <li>• Track and report on delivery progress and outcomes on projects, ensuring transparency and alignment with strategic goals.</li> <li>• Commission work in consultation with the DCPC Drafting from across the PCO to enable successful legislative outcomes.</li> </ul>
<p><b>Stakeholder Engagement</b></p>	<p>Foster effective internal and external relationships to support collaborative, well informed and high-quality legislative delivery</p> <ul style="list-style-type: none"> <li>• Represent the Drafting Group in cross-functional project teams, ensuring its interests and expertise are integrated</li> <li>• Support projects led by other groups while maintaining alignment with Drafting Group priorities.</li> <li>• Build and maintain constructive relationships with the Access and Digital Services, Systems and Stewardship, and People, Service &amp; Delivery teams to support integrated delivery.</li> <li>• Facilitate collaboration with internal and external groups involved in cross-functional projects.</li> <li>• Liaise with instructing agencies and other stakeholders to ensure project expectations are mutually understood and achieved.</li> </ul>
<p><b>Leadership and People Development</b></p>	<p>Support capability development and delivery planning across the Drafting Group through training, guidance, and collaborative leadership</p> <ul style="list-style-type: none"> <li>• Provide oversight and guidance to the Senior Advisor role (if required), supporting delivery while contributing to capability development across the Drafting group, in partnership with the DCPC Drafting</li> <li>• Lead planning and strategic initiatives, and provide training, guidance, and practical support to drafters and Drafting Team Managers to support project implementation</li> <li>• Model high levels of integrity, professionalism, and cross-agency collaboration.</li> </ul>

DCPC Drafting Support	<p>Provide high quality support to the DCPC Drafting through preparation of relevant materials and representation at internal and external forums as required</p> <ul style="list-style-type: none"> <li>• Stand in for the DCPC Drafting at internal meetings or external forums when required and appropriate</li> <li>• Prepare documents, talking points, or presentations for the DCPC Drafting.</li> </ul>
Te Tiriti o Waitangi / The Treaty of Waitangi	<p>Commitment to supporting the Māori-Crown relationship</p> <ul style="list-style-type: none"> <li>• Demonstrate an awareness of, and commitment to, supporting the Māori-Crown relationship and the provisions and principles of te Tiriti o Waitangi / the Treaty of Waitangi.</li> </ul>
Te whakarauora me te ruruku i te ahurea Māori me ngā tikanga   Revitalisation and commitment to Māori language, culture, and customs	<p>Commitment to grow understanding and practice of te reo Māori, tikanga and kawa</p> <ul style="list-style-type: none"> <li>• Committed to the revitalisation of te reo Māori as an everyday language of the PCO</li> <li>• Tikanga Māori and kawa Māori are valued, and opportunities to grow in understanding and practice are embraced.</li> </ul>
Health, safety, and wellbeing	<p>Contribute to a positive culture of care for self and others, understand own role in health, safety and wellbeing and be confident in what is required to work safely</p> <ul style="list-style-type: none"> <li>• Takes reasonable care of their own health, safety, and wellbeing and that of others</li> <li>• Learns about and cooperates with health and safety policies, processes, procedures, and guidelines</li> <li>• Follows instructions or training provided, including emergency procedures and use of personal protective equipment</li> <li>• Identifies and reports hazards, incidents, injuries, unsafe conditions and near misses</li> <li>• Ceases work and seeks assistance or advice if unclear about safe methods of work or conditions</li> <li>• Actively participate in rehabilitation and return to work programmes.</li> </ul>
Learning and development	<p>Commitment to growing knowledge, skills and capabilities and applying your role to increase effectiveness</p> <ul style="list-style-type: none"> <li>• Identifies areas for development and proactively plans and takes action to strengthen capability and performance</li> <li>• Continually develops own knowledge and skills and supports others' development</li> <li>• Builds and maintains knowledge and expertise of professional discipline/technical area</li> <li>• Optimises performance by seeking feedback and opportunities to learn and grow.</li> </ul>

## Ngā tikanga whakahaere | Delegations

Tier 3 Personnel Management delegations

## Ngā hononga matua | Key relationships

Internal

- Deputy Chief Parliamentary Counsel, Drafting
- Senior Advisor (if required)
- Drafting Team Managers and Counsel
- Members of the Executive Leadership Team
- System and Stewardship managers and staff
- Access and Digital Services managers and staff
- People, Service & Delivery managers and staff

External

- External service providers as required

## Te mārama, ngā pūkenga, me te matatau | Knowledge, skills, and experience

- Strong project management skills, with the ability to develop clear decision-making documentation and reporting to support strategic delivery and continuous improvement.
- Demonstrated ability to lead delivery of complex work programmes in a policy, legal, or legislative environment.
- A strong understanding of the New Zealand legislative process, including the role of legislative drafting, gained through experience in a legal, policy, or operational context.
- Ability to see issues in their broader legislative, regulatory, policy, and political contexts, taking a whole-of-system approach.
- Ability to manage multiple assignments and programmes of work simultaneously, maintaining composure.
- Demonstrates initiative and the ability to proactively and constructively identify opportunities for improvement.
- Ability to work collaboratively with others, internally and externally, and resolve problems effectively and constructively.
- Strong relationship and influencing skills across levels, including with senior executives, subject matter experts, and external stakeholders.
- Skilled in planning, prioritisation, and navigating competing demands.
- Experience providing strategic advice, preparing ministerial or executive level briefings, and operating with discretion.
- Successful people-management experience; able to effectively lead and coordinate people with diverse working and communication styles.
- Strong written and verbal communication skills, using plain language and with attention to detail,
- Proficient in using general office systems and technology
- Adaptable, resilient, and calm under pressure.
- Bilingual proficiency in te reo Māori and English is an advantage.

## Ngā tohu mātauranga | Qualifications

- Tertiary qualification, preferably in law or relevant to public policy.
- Project management certification or training (e.g., PRINCE2, Agile) is advantageous.

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- Knowledge of Te Reo Māori and Tikanga Māori, with relevant qualifications or training considered advantageous

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## Ngā whakahounga o ngā tūranga mahi | Updates to job descriptions

Positions in the Parliamentary Counsel Office may change over time as the organisation evolves and priorities shift. Position descriptions may be updated accordingly to reflect those changes.

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