



Te Wānanga o Aotearoa

## ARO TŪRANGA Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

<b>Tūranga</b> <i>Position</i>	<b>General Counsel</b>	
<b>Uepū / Wāhanga</b> <i>Department</i>	<b>Taumatua</b>	
<b>Takiwā / Rohe</b> <i>District</i>	<b>Te Pūna Mātauranga</b>	
<b>Wāhi Mahi</b> <i>Location</i>	<b>Te Pūna Mātauranga – Te Awamutu</b>	
<b>Whakatau ki</b> <i>Reports to</i>	<b>Tumutaumatua</b>	
<b>Māka Pūtea</b> <i>Salary Grade</i>	<b>AL10</b>	
<b>Māngai Pūtea</b> <i>Financial Delegation</i>	N/A	
<b>Wā Roanga</b> <i>Tenure</i>	<b>Permanent full-time</b>	
<b>Ngā Rōpu Whaihua</b> <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> <li>Te Mana Whakahaere</li> <li>Te Taiurungi and Te Taituarā</li> <li>Ngā Tumu</li> <li>All Managers</li> <li>Te Ārai Tūpono</li> </ul>	<u>External</u> <ul style="list-style-type: none"> <li>External legal establishments</li> <li>Legislative bodies</li> <li>External stakeholders</li> </ul>

### **Pūtake Tūranga - Role Purpose**

The primary function of the General Counsel is to ensure Te Wānanga o Aotearoa, Uepū, Rohe and Wāhanga are able to self-manage and maintain legal compliance through provision of appropriate legal advice, support tools, and legal processes and procedures.

Key Performance Indicators	Success Factors
<b>Legal Advisory</b> <ul style="list-style-type: none"> <li>- Provide legal counsel on governance matters to Te Mana Whakahaere, Te Taiurungi, Ngā Tumu and other internal committees to ensure legal risks are identified, analysed and managed to support strategic decision making.</li> <li>- Provide general legal counsel to the organisation to support strategic initiatives, goals and decision making, and protect the organisation from claims.</li> <li>- Contingent liabilities are reported to Te Ārai Tūpono.</li> <li>- Responsibility for management of Ngā Ture Whakapai framework.</li> <li>- Responsibility for developing and managing Intellectual Property framework.</li> <li>- Privacy Officer for Te Wānanga o Aotearoa.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Legal risks are minimised and support strategic decision making through provision of considered and compliant legal counsel.</i></li> <li>• <i>Contingency reporting completed in a timely and accurate manner.</i></li> <li>• <i>Compliance activities are managed and reported to Te Ārai Tūpono.</i></li> <li>• <i>Ngā Ture Whakapai legislative compliance framework managed effectively to ensure organisational legislative requirements and minimum requirements are met</i></li> </ul>
<b>Legal Services</b> <ul style="list-style-type: none"> <li>- Provide well researched reports and advice on general legal enquiries.</li> <li>- Advise and facilitate on legal aspects of organisational contracts and negotiations as required.</li> <li>- Lead legal investigations as required ensuring compliance and legal obligations are met and appropriate resourcing levels.</li> <li>- Organisational risk is identified, clearly communicated and managed.</li> <li>- Key liaison for external bodies as required.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Reports and advice is well researched and reflects legislative requirements.</i></li> <li>• <i>Investigations are cost effective and resourced appropriately and reports are completed in a timely and professional manner.</i></li> <li>• <i>Organisational risk related to legal compliance is identified and managed promptly and effectively to assure organisational compliance and legal standards are met.</i></li> <li>• <i>Professional relationships with external stakeholders are maintained and advice legal initiatives within TWoA.</i></li> </ul>
<b>Intellectual Property</b> <ul style="list-style-type: none"> <li>- Intellectual Property framework developed, implemented and maintained.</li> <li>- Manage and deliver educational Intellectual Property educational strategies</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Intellectual Property framework meets minimal organisational requirements.</i></li> <li>• <i>Educational strategies increase organisational awareness of Intellectual Property responsibilities.</i></li> </ul>
<b>Ngā Ture Whakapai (Legislative Compliance) Framework</b> <ul style="list-style-type: none"> <li>- Manage and maintain Ngā Ture Whakapai framework.</li> <li>- Monitor and update key legislation register and guides.</li> <li>- Facilitate Ngā Ture Whakapai training and assessments.</li> <li>- Manage and monitor legislative breaches.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ngā Ture Whakapai framework meets organisational and minimum legislative requirements</i></li> <li>• <i>Legislation register and guides are regularly updated and maintained.</i></li> <li>• <i>Training and assessment increases knowledge and capability.</i></li> <li>• <i>Legislative breaches recorded, reported and monitored, and managed, with appropriate advice and action taken completed in a timely manner.</i></li> </ul>
<b>Legal Stakeholder Management</b> <ul style="list-style-type: none"> <li>- Manage relationship with external legal service providers</li> <li>- Oversee legal spend</li> <li>- Assist managers with external stakeholders of a legal nature</li> </ul>	<ul style="list-style-type: none"> <li>• Legal spend within budget</li> <li>• External legal service providers met organisational expectations</li> <li>• Maintain good relationship with external stakeholders of a legal nature.</li> </ul>

<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>- Recognise and address circumstances to prevent unhealthy or unsafe situations</li> <li>- Perform any manual duties in a safe and responsible manner</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Adherence to all safety and wellness policies and procedures.</i></li> <li>• <i>Faults are reported immediately to relevant personnel</i></li> <li>• <i>Zero harm while carrying out duties</i></li> </ul>
<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>- From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending powhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</i></li> </ul>

*The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.*

*The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the kaimahi's manager on an annual basis at performance review.*

## Person Specification:

<p><b><u>Qualifications and Experience</u></b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Law Degree</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 5+ years' legal experience</li> <li>• Training facilitation experience</li> <li>• Organisational policy development experience</li> <li>• Experience in contract and commercial law (related to tertiary sector)</li> <li>• Experience and knowledge in investigations and complaints.</li> </ul> <p><b>Āhuatanga Māori:</b></p> <ul style="list-style-type: none"> <li>• Actively engages in cultural activities and has an excellent understanding of āhuatanga Māori (values, culture and tikanga)</li> <li>• Able to understand and converse in te reo Māori (TARM level 4 or equivalent qualification)</li> <li>• Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour</li> <li>• Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace</li> </ul>
<p><b><u>Technical Skills</u></b></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> <li>• Highly developed communication and relationships management skills.</li> <li>• Highly developed analytical and writing skills.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Sound understanding of legislation, policies and procedures.</li> <li>• Sound understanding of risk management processes and procedures.</li> <li>• Solutions focused, uses initiative and provides sound judgement.</li> <li>• Advanced user knowledge of Microsoft Office suite.</li> </ul>
<p><b><u>Behavioural Skills and Attributes</u></b></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p><b>Creativity</b> Generates many new and unique ideas and ways to implement these ideas successfully; and is seen as original and value-adding in brainstorming settings.</p> <p><b>Critical Thinking</b> Examines issues and ideas and then identifies a variety of assumptions and perspectives, including both for and against, good and bad.</p> <p><b>Customer Focused</b> Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light.</p> <p><b>Decision Making</b> Makes quality decisions in a timely manner and under pressure.</p> <p><b>Dependability</b> Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.</p> <p><b>Initiative</b> Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</p> <p><b>Law and Government</b> Obtains, understands and applies job related legislation appropriately for individuals and the organisation.</p> <p><b>Organising</b> Marshals resources (people, funding, materials and support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; and arranges information to a high standard.</p>

	<p><b>Perseverance</b> Doesn't give up, pursues everything with energy, enthusiasm and drive.</p> <p><b>Planning</b> Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measureable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.</p> <p><b>Quality Orientation</b> Produces high quality work and results.</p> <p><b>Technical Credibility</b> Uses technical knowledge, expertise and skills to perform effectively within a specific area or function.</p>
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