



A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of Mātauranga Māori, te Reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

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| Tūranga / Position: | Paemanu (Director) – Legal, Risk and Compliance | |
| Uepū / Wāhangā / Department: | Strategy and Transformation / Legal Risk and Compliance | |
| Takiwā / Rohe / District: | Te Puna Manaaki | |
| Wāhi Mahi / Location: | Te Puna Manaaki | |
| Reports to: | Pouwhakahaere – Strategy and Transformation | |
| Whakatau ki / Direct reports: | TBC | |
| Indirect Reports: | TBC | |
| Māka Pūtea / Salary Grade: | 12 | |
| Wā Roanga / Tenure: | As per letter of offer | |
| Key Relationships: | Internal: | <ul style="list-style-type: none">• Te Kura Toroa• Ngā Pouwhakahaere• Te Mana Whakahaere and Governance committees• TPT Office dedicated and support kaimahi• Directors• Kaimahi |
| | External: | <ul style="list-style-type: none">• Lawyers and Legal Teams• Contractors and Suppliers• Iwi• Community• Law Society |

Pūtake Tūranga / Role Purpose

The primary purpose of the Paemanu – Legal, Risk and Compliance is a senior leadership role responsible for leading and overseeing all legal, compliance, risk management, internal audit, and policy governance functions across Te Wānanga o Aotearoa. This role ensures that the organisation operates within a robust legal and risk framework aligned with Te Kaupapa Matua and the strategic direction of the Wānanga.



The Paemanu provides authoritative legal counsel, manages litigation risk, ensures statutory and regulatory compliance, and drives enterprise-wide improvements in policy governance and risk mitigation. The role is central to maintaining the integrity, transparency, and accountability of Te Wānanga o Aotearoa's systems and operations.

| Key Responsibilities | Deliverables / Accountabilities |
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| Role Specific | <p>Legal and Advisory Services</p> <p>Provide strategic legal counsel to Te Kura Toroa, Pouwhakahaere, and Te Mana Whakahaere on all legal matters.</p> <p>Provide strategic legal management services and allocate legal resources appropriately.</p> <p>Manage the provision of internal legal services and external legal provider contracts and ensure fit-for-purpose advice and value for money.</p> <p>Oversee litigation management, legal risk, and statutory interpretation matters.</p> <p>Support contract review processes and maintain oversight of legal compliance in procurement and partnerships.</p> <p>Collaborate with cross-functional teams to align legal strategies with business objectives.</p> <p>Contract Management</p> <p>Oversee the drafting, review, and negotiation of contracts, agreements, and other legal documents.</p> <p>Ensure that all contracts are compliant with legal requirements and protect the organisation's interests.</p> <p>Review and prepare legal and transactional document templates for contracts.</p> <p>Litigation Management</p> <p>Manage and oversee any litigation, disputes, and claims involving TWoA.</p> <p>Work with external counsel as necessary to represent the organisation in legal proceedings.</p> <p>Represent the organisation in any other legal proceedings as required</p> |



| Key Responsibilities | Deliverables / Accountabilities |
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| | <p>Compliance and Regulatory Oversight</p> <ul style="list-style-type: none">- Lead the development, implementation and maintenance of a comprehensive compliance framework.- Ensure TWoA complies with all relevant laws, regulations, and sector requirements (e.g. TEC, NZQA, Privacy, Employment).- Ensure the organisation's compliance with internal policies and procedures and external legal requirements.- Monitor and assess compliance risks and provide recommendations to senior leadership.- Support Te Mana Whakahaere in governance matters. <p>Legal Risk Management</p> <ul style="list-style-type: none">- Lead the organisational risk management framework, including organisational risk identification, analysis, reporting and mitigation.- Advise Pouwhakahaere and Council Committees on emerging risks, controls, and organisational resilience.- Build a culture of proactive risk management across the organisation. <p>Internal Audit Function</p> <ul style="list-style-type: none">- Oversee the internal audit function, including audit programme development, execution and reporting.- Ensure internal audits are aligned with strategic and operational risk areas and support continuous improvement.- Work in partnership with Te Ārai Tūpono (Risk and Audit Committee) to report on audit findings and assurance. <p>Investigations and Complaints (Upheld Appeals)</p> <ul style="list-style-type: none">- Oversee and coordinate investigations into complex or escalated internal matters, including upheld appeals from complaints.- Ensure investigations are procedurally fair, legally robust and culturally appropriate.- Report trends and insights to leadership and governance groups for preventative action. <p>Policy Governance</p> |



| Key Responsibilities | Deliverables / Accountabilities |
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| | <ul style="list-style-type: none">- Lead the organisational policy framework, including policy development, approval, implementation and review cycles.- Ensure policies reflect legal requirements, organisational values, and best practice.- Provide training and support to kaimahi and leaders on the application of key policies. |
| Driving for Business Performance: Role content specific to the relevant subject matter expertise or specialism of this role. Responsibility for specific KPIs or performance and or reporting metrics. Role in organisational success (e.g. service delivery, financial targets, culture). | <ul style="list-style-type: none">- Accountable for achievement of national strategies, policy outcomes, and programme effectiveness.- Mentors and shapes future leaders' system-wide.- Builds succession and leadership capability.- Leads talent initiatives.- Embeds leadership development across the organisation. |
| Collective Leadership: Practices collaboration, shared expertise and contributes towards an environment of innovative and well-rounded solutions. | <ul style="list-style-type: none">- Designs agile working structures. Champions integrated service delivery and shared accountability.- Leads design of service delivery models involving design, development, and insights functions. |
| Kaimahi Leadership Has emotional intelligence, coaches confidently and creates an inclusive work environment. | <ul style="list-style-type: none">- Builds trust and team cohesion by setting clear direction for team and individual kaimahi.- Gives structured, regular feedback through kaimahi ora, that sets expectations and accountability, and encourages development of technical and competency, including cultural capability.- Ensures that day to day kaimahi management activities are monitored such as attendance, leave, and work performance.- Acts according to delegations regarding the employee lifecycle, such as decisions to recruit, and leading ER matters. |
| Problem Solving Requirements including but not limited to: | <ul style="list-style-type: none">- Strategic decision-making across sub-functions; shapes national direction.- Keeps upline informed of complex, strategic or people- |



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| <p>Decision-Making Authority & Delegations</p> <p>Level of autonomy in strategic, operational, or tactical decisions.</p> <p>Impact of decisions across the organisation or sector.</p> | related issues. |
| <p>Authorities including but not limited to:</p> <p>Budget Accountability & Delegations; Kaimahi Leadership Responsibilities; and Tāngata Delegations</p> <p>Size of the budget the role is responsible for, and/or level of financial decision-making authority.</p> <p>Scope of day-to-day transactional kaimahi leadership responsibilities, and Tāngata related decision-making authority.</p> | <ul style="list-style-type: none">- Demonstrates Kaitiakitanga through responsible cost awareness and actions, including relevant delegated budget responsibilities.- Acts according to delegations regarding the employee lifecycle, such as decisions to recruit, and leading ER matters. |
| <p>Kaupapa Matua</p> <p>Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi will follow and work by these guiding principles.</p> | <ul style="list-style-type: none">- Able to articulate and promote the history, evolution and unique context of Te Wānanga o Aotearoa inside and outside the organisation.- Serves as a role model by ensuring strategic plans are developed and implemented in alignment with Ngā Uara, protecting the mana of Te Wānanga o Aotearoa, leadership peers, and kaimahi. |
| <p>Communications and Relationship Management</p> <p>Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa</p> | <ul style="list-style-type: none">- Regional collaboration, and /or engages with funders, senior external reps, policy makers, and other stakeholders.- Relationships are positive, constructive and support strategic and operational objectives. |



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| Information Management Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation. | <ul style="list-style-type: none">- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.- Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures. |
| Health and Safety Uphold and comply with the Health and Safety at Work Act 2015. Demonstrate a commitment to Te Wānanga o Aotearoa health and safety policies and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety and well-being of others. | <ul style="list-style-type: none">- Reports and encourages reporting of potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures.- Contributes to and promotes national wellbeing policy.- Aligns kaimahi wellbeing with performance. |
| Other Duties | <ul style="list-style-type: none">- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications. |
| <p>The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.</p> <p>The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.</p> | |

Person specification

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| Qualifications: <i>Please list role specific qualifications</i> | <ul style="list-style-type: none">- Master's or Post Graduate Degree in Laws (LLB)- Current Practicing Certificate issued by the New Zealand Law Society- Full NZ Drivers Licence (Class 1) |
| Essential Experience and Skills: <i>Please list role specific skills and years of experience</i> | <ul style="list-style-type: none">- 10+ years legal experience, including in-house counsel or senior legal advisory roles.- Proven experience in risk, compliance, or governance functions.- Demonstrated understanding of tikanga Māori, Te Tiriti o Waitangi, and kaupapa-based approaches. |



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| | <ul style="list-style-type: none">- Experience managing litigation, complaints and investigations within complex environments.- Strong understanding of New Zealand legislation relevant to education, employment, privacy and public law. <p>Legal and Regulatory Expertise</p> <ul style="list-style-type: none">- Strong command of legal practice, regulatory interpretation and governance in a public or tertiary setting.- Skilled in analysing and communicating legal and compliance risk to non-legal audiences. <p>Governance and Assurance</p> <ul style="list-style-type: none">- Confident in working with governance boards and external auditors.- Experienced in preparing high-quality reports and advice for risk and audit committees. |
| Āhuatanga Māori | <ul style="list-style-type: none">- Uses basic Te Reo Māori and active in pursuit of increased capability in Te Reo Māori and āhurutanga Māori.- Creates an environment where self and teams participate in cultural activities, such as pōwhiri/karakia/Te Whāriki.- Te Kaupapa Mātua is understood, practiced and knowledge shared so that self and teams apply to mahi and relationships. |
| Essential Attributes: | <p>Governance Awareness & System Leadership</p> <ul style="list-style-type: none">- Builds strategic partnerships. <p>Critical Thinking and Strategic/Planning Contribution</p> <ul style="list-style-type: none">- Anticipates trends, analyses data, and integrates multiple perspectives (e.g., iwi, market, financial) into strategy. Leads business development and pricing discussions using competitive and kaupapa Māori lenses.- Leads national strategy development. Uses evidence and foresight to shape decisions. <p>Financial Responsibility</p> <ul style="list-style-type: none">- Oversees budgets.- Aligns financial decisions with strategy and long-term goals and optimises resource allocation. |



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| | <p>Communication, motivational and empowerment skills</p> <ul style="list-style-type: none">- Uses storytelling to inspire, engage and connect with kaimahi, teams and stakeholders to clarify vision and motivate positive behaviours and actions to support organisation purpose and direction. <p>Digital & Technology Fluency, Adoption & Modernisation</p> <ul style="list-style-type: none">- Leads digital enablement. <p>Data-Informed Decision-Making</p> <ul style="list-style-type: none">- Embeds data in national strategy. <p>Innovation & Continuous Improvement</p> <ul style="list-style-type: none">- Drives cross-functional innovation.- Sponsors prototypes and pilots. |
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