

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”.

Tūranga / Position:	Senior Specialist - Legal	
Uepū / Wāhanga / Department:	Strategy and Transformation /Legal Risk and Compliance	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per Letter of Offer	
Reports to:	Paemanu (Director) – Legal, Risk and Compliance	
Whakatau ki / Direct reports:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	Level 9	
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 Senior Specialist - Legal role is to provide essential legal assistance to the Director – Legal, Risk and Compliance and senior leadership of Te Wānanga o Aotearoa (TWOA), ensuring compliance with regulatory requirements, mitigating legal risks, and supporting in managing contracts, disputes, and governance issues.

This role will contribute to TWOA by providing robust and credible legal advice on legislation, complaints, and other matters and will prepare reports, papers, guidelines and material as required.

This role will also be responsible for overseeing the organisation’s privacy program, ensuring compliance with applicable privacy laws and regulations, and managing risks related to information privacy.

Key Responsibilities	Deliverables / Accountabilities
<p>Role Specific Requirements</p>	<p>Senior Advisory</p> <ul style="list-style-type: none"> - Support the in-house Director – Legal, Risk and Compliance in the provision of legal management services. - Act as a point of contact for Senior Leadership and other kaimahi seeking legal advice or clarification on legal issues. - Provide support in the development and communication of internal legal policies and procedures. - Maintain effective communication with various wāhanga and uepū to align legal strategies with business goals. - Provide training sessions to relevant kaimahi on legal and compliance matters. <p>Privacy</p> <ul style="list-style-type: none"> - Conduct regular privacy risk assessments and audits to identify and mitigate potential privacy risks. - Act as the primary point of contact for privacy-related inquiries from Te Kura Toroa, Ngā Pouwhakahaere and kaimahi. - Investigate any privacy incidents and breaches, complaints about possible privacy breaches, and requests for access to personal information. - Act as TWoA liaison with the Officer of the Privacy Commissioner. - Promote privacy awareness within TWoA. <p>Legal Risk</p> <ul style="list-style-type: none"> - Identify, assess, and mitigate legal risks associated with the organisation’s operations and strategic initiatives. - Develop and implement policies and procedures in conjunction with General Counsel to manage legal risks effectively. - Support Director – Legal, Risk and Compliance to allocate legal resources appropriately to manage organisational risk.

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	<p>Contract Management Support</p> <ul style="list-style-type: none"> - Assist in drafting, reviewing, and revising contracts, agreements, and other legal documents. - Ensure all contracts comply with internal policies and legal requirements. - Maintain an organised database of all legal documents, ensuring timely renewals and updates. - Review and update contract and other legal templates. <p>Disputes and Governance</p> <ul style="list-style-type: none"> - Support Director – Legal, Risk and Compliance to ensure compliance with all applicable laws and regulations, including but not limited to, education, governance, and contract law. - Monitor TWoA compliance with internal policies and procedures and external legal requirements. - Provide support in legal matters pertaining to governance. - Develop, review, and update the organisation’s legal policies and procedures. - Support the Ngā Ture Whakapai framework (Legislative Compliance). - Support TWoA Te Kaupapa Kounga (QMS and Tikanga Wānanga Framework) Tikanga Whakahaere (Policies), Tikanga Ako (Educational Regulations). <p>Cultural Alignment and Integrity</p> <ul style="list-style-type: none"> - Ensure all legal activity upholds the values of Te Wānanga o Aotearoa and is consistent with kaupapa Matua. - Champion Te Ao Māori perspectives in strategy development and communication. - Maintain cultural integrity in all internal and external relationships and strategic outputs. <p>Stakeholder Relationships</p> <ul style="list-style-type: none"> - Establish and maintain quality internal relationships with kaimahi across the TWoA. - Establish and maintain meaningful relationships with external networks and other relevant external groups.

Key Responsibilities	Deliverables / Accountabilities
	<ul style="list-style-type: none"> - Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour that does not meet ethical standards.
<p>Driving for Business Performance:</p> <p>Role content specific to the relevant subject matter expertise or specialism of this role.</p> <p>Responsibility for specific KPIs or performance and or reporting metrics.</p> <p>Role in organisational success (e.g. service delivery, financial targets, culture).</p>	<ul style="list-style-type: none"> - Accountable for task completion and quality. - Sets clear direction for self. - Seeks own development and takes accountability. - Provides feedback and builds trust. - Contributes to team capability and cohesion.
<p>Problem Solving Requirements including but not limited to:</p> <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>	<ul style="list-style-type: none"> - Makes task decisions within role scope. - Escalates complex, strategic or people-related issues.
<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 the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions are aligned with Te Wānanga o Aotearoa leaders. - Ngā Uara are applied in a manner that protects 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"> - Communication style and frequency supports internal and external contact with stakeholders.

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<p>Information Management</p> <p>Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.</p>	<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.
<p>Health and Safety</p> <p>Uphold and comply with the Health and Safety at Work Act 2015.</p> <p>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.</p>	<ul style="list-style-type: none"> - Report 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. - Promotes personal and team wellbeing. - Recognises and actively manages stress.
<p>Other Duties</p>	<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

<p>Qualifications:</p>	<ul style="list-style-type: none"> - Bachelor's Degree in Laws (LLB) - Current Practising Certificate issued by the New Zealand Law Society - Full NZ Drivers Licence
<p>Essential Experience and Skills:</p> <p><i>Please list role specific skills and years of experience</i></p>	<ul style="list-style-type: none"> - 5+ years of legal experience, preferably within the education or tertiary sector. - 5+ years' experience in a complex in-house legal context. - Experience in a privacy or compliance role. - Experience working in complex external public sector and/or

	<p>iwi stakeholder settings.</p> <ul style="list-style-type: none"> - Experience advising clients or in-house stakeholders on a broad range of matters. - Demonstrates sound legal reasoning and the ability to interpret legislation, policies, and procedures accurately. - Provides high-quality legal advice to senior stakeholders in a complex and evolving external context. - Exercises discretion and maintains confidentiality when handling sensitive legal matters. - Applies excellent attention to detail when reviewing and drafting legal documents. - Demonstrates strong analytical and problem-solving capabilities across a range of legal and compliance matters. - Assesses legal risk and identifies practical, proportionate solutions aligned with business needs. - Communicates complex legal concepts clearly and concisely, both verbally and in writing. - Conducts thorough legal research using a range of databases and legal technologies. - Maintains up-to-date knowledge of legal developments relevant to the education and public sector. - Manages competing priorities effectively, meeting deadlines without compromising quality. - Maintains flexibility and responsiveness while balancing multiple streams of legal work.
<p>Āhuatanga Māori</p>	<ul style="list-style-type: none"> - Demonstrated commitment to participating fully in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values. - Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour. - Te Kaupapa Mātua is understood and applied to mahi and relationships.
<p>Essential Attributes:</p>	<p>Governance Awareness & System Leadership</p> <ul style="list-style-type: none"> - Understands governance roles. - Adheres to delegated authority.

	<p>Critical Thinking and Strategic/Planning Contribution</p> <ul style="list-style-type: none">- Understands organisation's purpose.- Can articulate how their role contributes to organisational goals.- Contributes ideas. Understands how tasks relate to wider goals. <p>Financial Responsibility</p> <ul style="list-style-type: none">- Uses resources responsibly.- Understands cost implications. <p>Communication, motivational and empowerment skills</p> <ul style="list-style-type: none">- Uses storytelling to influence behaviour and inspire teams to achieve goals and link to organisation purpose. <p>Digital & Technology Fluency, Adoption & Modernisation</p> <ul style="list-style-type: none">- Uses basic digital tools. <p>Data-Informed Decision-Making</p> <ul style="list-style-type: none">- Understands simple data. <p>Innovation & Continuous Improvement</p> <ul style="list-style-type: none">- Suggests improvements.- Adapts practices.
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