



**Tairangahia a tua whakarere; Tatakihia nga reanga o amuri ake nei**  
**Honouring the Past; Inspiring the Future**

**POSITION DESCRIPTION**

<b>Job Title</b>	Legal Services Advisor
<b>Directorate/Team</b>	Regional Services (Operations)
<b>Report To</b>	Director Regional Services
<b>Role Purpose</b>	The Legal Services Advisor will deliver quality and timely legal services to the allocated Regional Team (Northern, Central ,Southern ) and across the wider organisation as required.
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	Internal – Director Regional Services, Staff from Regional Services Team, Director Northern, Southern or Central and all other Heritage New Zealand Pouhere Taonga staff.  External – Cultural sector legal group, legal professionals, iwi representatives, owners of heritage properties.

**Key Responsibilities**

	<b>Deliverables/Outcomes</b>
Performance Accountability (1)	Provide legal advice in respect of the region's properties, the enforcement of Archaeological provisions in the Heritage New Zealand Pouhere Taonga 2014 Act and the granting of archaeological authorities.  Provide specialist support on Heritage List matters
Performance Accountability (2)	Provide advice and implement responses to draft plans, plan changes and applications for consent under the Resource Management Act 1991  Conduct Litigation and Mediation in the Environment Court as required, including organising evidence, briefing internal and external expert witnesses, preparing legal submission and conducting hearings  Prepare appeal documents and section 274 notices on Heritage New Zealand's behalf.
Performance Accountability (3)	Draft and assist with the negotiating of new heritage covenants as required.  Provide advice on issues arising in respect of heritage covenants

Performance Accountability (4)	Provide legal services in support of the other Directorates as required by the Director Regional Services in areas such as compliance, HR, Health and Safety, OIAs, etc.
Internal and External Relationship Management	Establish and maintain positive professional relationships internally and externally.
Bi-cultural Responsiveness	Work to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae) are promoted.
Health and Safety	Comply with the Health and Safety At Work Act (2015) and other relevant legislation.
Information Management	Establishes and maintains understanding of, and abides by, the organisation's information management policy and procedures
Organisational Policies and Procedures	Establishes and maintains an understanding of the organisation's policies and procedures, and abides by them – e.g. information management, finance etc.

#### Person specification - Essential Competencies and Attributes

Skills and Knowledge	<p>Experience in preparing and presenting cases before the Environment Court or tribunal of similar jurisdiction</p> <p>Proven understanding of resource management and central/local government processes</p> <p>Knowledge of contract, employment, and land law</p> <p>Able to mediate and negotiate solutions and resolve disputes with stakeholders</p>
Problem solving	<p>Accurately analyses information, identifies key issues and targets actions that need to be taken on projects and issues</p> <p>Makes recommendations and decisions on appropriate information.</p>
Professionalism	<p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</p> <p>Delivers high standards of excellence and quality of performance.</p> <p>Is forward-thinking and committed to seeking positive heritage outcomes, pro-active approaches and innovative responses.</p>
External Relationship Building	<p>Builds and maintains positive and constructive working relationships externally.</p> <p>Achieves clear and effective two way communication with a wide range of people in all situations.</p> <p>Is respectful to the needs of the organisations customers and of heritage stakeholders.</p>

Team Relationships	Fosters and exhibits a strong team spirit, as a team member within the Regional Service Team.
Organisational Behaviours and Values	Demonstrates the organisational behaviours and values.

**In everything we do, Heritage New Zealand Pouhere Taonga staff demonstrate the following behaviours:**

- **Tairangihia – Honouring and Respectful**
- **Kotahitanga – Collaborative and Unified**
- **Tatakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

#### **Desired Qualifications and Professional Experiences**

Professional Experience and Credibility	Experience in resource management litigation together with knowledge of one or more of the following fields that are relevant to Heritage New Zealand’s business: summary proceedings, employment law, property law, land law, trust law, resource management law and administrative law.  Current Practising Certificate
A tertiary qualification	A law degree.