

# POSITION DESCRIPTION

## LEGAL ADVISOR

### ABOUT US | MŌ MĀTOU

Engineering is a big deal for New Zealand. It's behind almost everything we do and plays a vital role in Kiwi life – from our homes and how we travel and communicate, to the water we drink and the food we eat.

We're Engineering New Zealand Te Ao Rangahau – a non-profit membership organisation that's driven to help our engineers be the best so they can engineer better lives for New Zealanders.

As a membership organisation and the Registration Authority for chartered professional engineers, we represent around 24,000 members from graduates through to experts in their field. As well as supporting and promoting the work of our members, we are leading exciting programmes that are making a difference to Aotearoa.

We're the voice of engineering. We aren't afraid to ask the hard questions, seek expert advice, explore possibilities, and partner with all sectors of society to drive this mission home. We give our members a platform to share their views and impact real change.

### ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

The Legal Advisor is part of the Regulation Team and assists the team in delivering Engineering New Zealand's legal and complaints services.

The Legal Advisor will ensure the timely and effective delivery of complaints and disciplinary processes, provide high quality, timely and responsive in-house legal advice on a range of issues and provide legal information and education to members and registrants, as appropriate, to improve performance and capability.

### KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

#### Complaints and Disciplinary Processes

- Respond in a timely and professional manner to enquiries and requests for information about the complaints and disciplinary process
- Manage complaints received in a timely and professional manner
- Effectively work with complainants and engineers to encourage the early resolution of complaints
- Effectively triage complaints received and advise on jurisdiction
- Gather information, analyse evidence, and make recommendations for complaints resolution

- Plan, arrange and provide support to investigation and disciplinary committees including during disciplinary hearings
- Prepare bundles of evidence for the investigation and disciplinary committees
- Provide advice to, and prepare reports on behalf of, the investigation and disciplinary committees
- Implement orders of the Disciplinary Committee
- Review and advise on complaints under appeal to the Chartered Professional Engineers Council and/or the District Court, as required
- Maintain effective and clear documentation relating to complaints and manage the complaints and disciplinary inbox
- Represent Engineering New Zealand in a legal capacity whenever necessary.

### **Legal Advice**

- Provide timely, practical and responsive legal advice including on the complaints and disciplinary process, administrative law, the operation of judicial bodies, the registration process, contracts, health and safety, and any other matters relevant to Engineering New Zealand's operations and functions
- Draft reports and case notes in relation to disciplinary matters
- Provide legal education and information to members and registrants, as appropriate
- Identify issues and proactive solutions that will eliminate or mitigate risk
- Provide legal input into organisational projects and priority programmes, including leading projects from time to time as required
- Keep abreast of legislative changes that may affect the organisation and its members

### **Relationship Management**

- Proactively establish and maintain effective relationships with engineering employers and professionals to develop an understanding of the profession, to assist with enquiries about complaints and discipline, the registration process, the Code of Ethical Conduct, and other emerging issues
- Engage effectively with internal and external stakeholders to deliver multi-disciplinary projects in accordance with Engineering New Zealand's strategy and priority programmes
- Represent Engineering New Zealand with relevant stakeholder groups

### **Other**

- Work collaboratively with colleagues across all of the Engineering New Zealand teams.
- Embody the Engineering New Zealand values of integrity, service, mahi tahi, and bravery.
- Ensure you adhere to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensure your own wellness, health and safety within the workplaces, as well as that of colleagues.
- Participate in other tasks, projects and activities as required.

## **SKILLS AND EXPERIENCE REQUIRED | NGĀ PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA**

- A Bachelor of Laws, or other comparable international qualification with the ability to practise law in New Zealand, with good academic achievement is essential.
- Graduate level with internship experience or up to 5 years' practical experience in the legal profession.

- Knowledge of contracts, the rules of evidence, administrative and public law, and the application of the principles of natural justice.
- An understanding of professional regulation and complaints resolution, including alternative dispute resolution processes, would be an advantage.

## **REQUIREMENTS OF THE ROLE | NGĀ HERENGA**

### **General skills/experience**

- A high level of organisational and administrative skills with accuracy and attention to detail
- A strong customer service focus with an ability to work with a wide range of people
- Excellent oral communication skills including a good phone manner and the ability to have credible conversations with people face to face in a group situation
- Strong plain English writing skills and editing ability
- A high level of initiative and energy to get the job done
- Ability to work cross-team and in a dynamic and agile environment
- An ability to cope under pressure and manage own time in the face of competing priorities
- An ability to work unsupervised
- A team person who helps others achieve their goals and shares information

### **Personality/attitude**

- Team player and natural collaborator
- Flexible and willing to pitch in with other team tasks
- Can-do attitude and sense of humour
- Resilient and able to work under pressure
- Patient and sympathetic
- Self-starter
- Pays attention to detail