



Position Description

Chief Legal Counsel, Corporate and Governance, Legal Services

Reports to

General Counsel (General Manager, Legal Services)

Purpose of Role

To manage and lead a legal team in the provision of high quality legal services to the Commission, while supporting the General Counsel as a member of the Legal Services Branch Leadership Team. To provide guidance and advice to the Board, and to the General Managers of the Strategy Governance and Engagement and Organisational Performance Branches (the “Partner Branches”) and their respective leadership teams.

Commission Vision

Our vision is that New Zealanders are better off because markets work well and consumers and businesses are confident market participants.

Commission Values

The Commerce Commission is committed to acting with **integrity** and being fair, honest and impartial. We set high standards of **excellence** and exercise **good judgement** by understanding the environment we operate in and the impact of our actions. We are **accountable** to the people of New Zealand for our work and spending. We **respect** each other and value peoples’ diversity and opinions.

Competencies (Behaviours)

• Applying expertise and knowledge	• Persuading and influencing
• Planning, organising and delivering (results)	• Working with people
• Analysing and researching	• Learning and developing
• Writing and reporting	• Mentoring and leading
• Presenting and communicating (verbally)	• Formulating strategies and concepts

Key Result Areas (KRAs)

- Provide leadership and management of your team, in a manner that promotes engagement and high performance, develops talent and ensures effective delivery of the team’s work programme
- Lead, develop and be accountable for the delivery of high quality advice to the Partner Branches and Commission, and oversee the delivery of Legal Services projects and initiatives
- Work proactively with the Board and with the Partner Branches’ GMs, providing high quality legal services that support the delivery of our work programmes and priorities
- Provide legal advice and support the delivery of work in relation to corporate and governance matters, and Official Information Act requests
- Operate collaboratively as a leader in the organisation to align behaviours, systems and processes

1: Provide leadership and management of your team, in a manner that promotes engagement and high performance, develops talent and ensures effective delivery of the team's work programme

- Provide leadership, coaching and mentoring to develop individual and collective capability and clarity of direction
- Provide effective day to day management of team members
- Recruit and maintain a high level of expertise within the team
- Foster a "learning" environment, celebrate success and create a sense of pride and belonging in the team
- Encourage and nurture an engaged and high performing team, whose members understand how their work aligns with the strategies, business plans, and deliverables for the Legal Services branch and Partner Branches
- Contribute to the Legal Services Branch Leadership Team, and keep the General Counsel up-to-date with relevant staffing matters, as appropriate
- Ensure priority areas in employee surveys are addressed and actions are identified for improvement
- Be an effective role model and leader for team members, demonstrate our values, and promote a supportive and inclusive team culture
- Encourage a positive health, safety and wellbeing culture in your team and ensure you and your team understand your accountabilities and responsibilities under our Health, Safety and Wellness policy and the Health and Safety at Work Act 2015.

Outcome:

- Team members are skilled, engaged, high performing, and effectively delivering results for the team, Legal Services Branch, Partner Branches/es, and the Commission.

2: Lead, develop and be accountable for the delivery of high quality advice to the Partner Branches and Commission, and oversee the delivery of Legal Services projects and initiatives

- Provide technical leadership and expert advice to the Partner Branches, and guidance to your team and project teams on how to apply legal frameworks
- Develop presentations and present legal opinion / advice on project issues independently, and in conjunction with others
- Communicate a succinct outline of legal issues and rationales for opinion
- Identify solutions to significant and complex legal issues and obtain agreement from the project manager
- Oversee and review the structure, format and content of written and oral communications to project stakeholders on significant and major projects independently and with others as appropriate
- Lead the development and implementation of new methods, processes, systems, frameworks and templates to optimise the delivery of work by your team
- Provide oversight and quality assurance of your team's advice as and when required
- Keep General Counsel and SLT informed on priorities and risks
- Work with General Counsel, SLT and Board to understand and manage their expectations.

Outcomes:

- The work programme, projects and initiatives across the breadth of your role are prioritised, resourced and effectively delivered in line with the plans and priorities of the Legal Services Branch and the Partner Branches, and the Commission's purpose and strategic direction
- High quality and timely advice is delivered to stakeholders

3: Work proactively with the Board and with the General Managers and Leadership Teams of the Partner Branches, providing high quality legal services that support the delivery of our work programmes and priorities

- Ensure that the GMs (and leadership teams) of the Partner Branches are kept updated on matters with either strategic or cross-Branch resourcing implications
- Ensure that the GM of the Partner Branches and sponsors of projects are kept informed as needed and consulted on case/matter decisions with either strategic or significant resource implications.
- *Ensure an understanding of the Partner Branches' business strategy, goals and objectives to oversee a work programme that integrates with and closely supports the goals of those Branches*
- Plan, prioritise, resource, and deliver a portfolio of work in line with the plans and priorities of the Legal Services branch and the Partner Branches
- Guide project teams to evaluate alternative resolutions and recommendations
- Participate in project debriefs to ensure lessons learnt are shared and applied in future
- Escalate matters of novelty, complexity, importance or controversy to the General Counsel
- Act as a liaison with project managers and external legal services providers and mediate on resource allocation issues and other conflicts
- Adopt an advocacy role and confidently debate issues

Outcome:

- The Board, Partner Branches and Commission are well-informed and confident, and trust in the legal advice and support received from the Legal Services Branch.

4: Provide legal advice and support the delivery of work in relation to corporate and governance matters, and Official Information Act requests

- Provide legal advice and support to the Board on governance matters
- Provide legal advice and support to the Chief Executive and the Partner Branches on operational matters
- Provide legal advice and support to the Senior Leadership Team on Crown Entity matters
- Oversee and manage the Commission's approach to Official Information Act, and related requests

Outcome:

- The Board and Senior Leadership Team value and are confident in the support provided by the Chief Legal Counsel and their team.

5: Operate collaboratively as a leader in the organisation to align behaviours, systems and processes

- Develop and maintain relationships of trust with the General Counsel, Commissioners, CEO, other GMs, team members and other Commission employees
- Effectively communicate and provide sound advice to the General Counsel, CEO and GMs to support them in their decision-making responsibilities
- Be an effective role model for connecting, collaborating, knowledge sharing and fostering trusted and effective working relationships across the Commission
- Demonstrate commitment to leadership through aligning behaviours, systems and processes to have a consistent way of working, language of articulating how work gets done and what good performance looks like, and that our processes are simple yet robust and aligned

- Work closely with the General Counsel, the Legal Services Branch Leadership Team and the Partner Branches' Leadership Teams, and visibly support collective decisions
- Maintain and develop relationships with external stakeholders, e.g. the legal profession, industry stakeholders, government, and international agencies to assist with the operational and strategic goals of the Branches and the Commission

Outcome:

- Effective relationships with internal and external stakeholders are established and maintained to improve effectiveness and build confidence around matters relating to the Commission

Note: These responsibilities are not exhaustive. From time to time it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager or general manager and will be discussed with you.

Person Specification

Qualification

Undergraduate degree in law

Practising Certificate

Ability

Level

• Demonstrated ability to provide high quality legal services in the areas of information law, public law, and contract law	Expert
• Demonstrated conceptual thinking and problem solving ability	Strategic
• Demonstrated legal research and analytical ability	Strategic
• Demonstrated numerical ability	Expert
• Demonstrated understanding of economic concepts and principles	Sound
• Demonstrated verbal and written ability	Strategic

Experience

Level

• Demonstrated legal experience at a senior level	Expert
• Demonstrated experience leading a team of professionals	Strategic
• Demonstrated experience managing a team of professionals	Expert
• Demonstrated experience presenting information and advice	Strategic
• Demonstrated management experience	Sound
• Demonstrated experience in business management and strategy	Expert
• Demonstrated experience working in a project management framework or project team	Expert
• Demonstrated experience managing internal and external relationships	Expert

Knowledge

Level

• Knowledge of relevant legislation/legal frameworks within which the Commission operates, including the Official Information, Privacy and Crown Entities Acts and various guidelines and rules from bodies such as the Public Service Commission	Expert
• Knowledge of leadership principles and practices including strategy and vision	Expert
• Knowledge of Commission internal / external guidelines, decision making processes & policies	Expert
• Knowledge of the Commerce Commission's role and function, and the functions of each group	Sound
• Knowledge of relevant economic principles and frameworks	Sound
• Knowledge of investigation techniques and their practical application	Sound
• Knowledge of employment law and best practice people management	Expert
• Knowledge of leadership principles and practice including strategy and vision	Strategic

Definitions

Basic

The job requires adeptness in a skill and experience in a variety of tasks. The skill may be related to specific activities that take time to acquire, extending beyond short term. (Typically 1-2 years related experience.)

Sound

The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, longer-term experience, predominantly focused on acquiring specialist knowledge. (Typically 2-3 years related experience.)

Expert

The job requires experience of a broad nature, above that of a skilled person. Normally involves an awareness of work activities beyond the immediate job situation and the impact of the job on these activities. (Typically 3-5 years related experience.)

Strategic

The job requires highly relevant knowledge and experience, an understanding of immediate issues and long term effects of actions. This is a subject matter expert who can be focused on an organisation's goals as well as the specific short term issues. (Typically 5-10 years related experience.)