

Position Description: Solicitor / Senior Solicitor

POSITION DETAILS

Position Title	Solicitor / Senior Solicitor
Team	Land Protection Team
Location	QEII National Office, Level 4, 138 The Terrace, Wellington
QEII Salary Band	4 (Solicitor) / 5 (Senior Solicitor)
Date	20 October 2021
Direct Reports	n/a

OUR VISION

Inspiring conservation on private land

ABOUT QUEEN ELIZABETH THE SECOND NATIONAL TRUST

QEII National Trust/Ngā Kairauhi Papa (QEII) plays the leading role in private land conservation in Aotearoa New Zealand. We are an independent charitable trust established in 1977 under our own Act of Parliament. QEII was established to encourage and promote, for the benefit and enjoyment of present and future generations, the provision, protection, preservation, and enhancement of special areas of land or bodies of fresh water.

ABOUT THE LAND PROTECTION TEAM

The role of the Land Protection Team is to deploy QEII's field representatives and closely support them to help achieve the QEII's four strategic objectives:

- Area of high-value land under robust protection increases
- Values within protected areas are enhanced
- QEII's work is part of large-scale projects
- People are inspired to connect with QEII-protected places

The core functions of the Land Protection Team include the quality assurance and processing of new protection proposals, solving problems and guiding the management of existing covenants and QEII properties and assisting the field representatives' engagement with local stakeholders and communities.

The Land Protection Team is divided into an Operational Services Team, Legal Team, and three smaller teams of Land Protection Advisors servicing Southern, Central, and Northern regions.

POSITION PURPOSE

Legal advice is critical to QEII’s decision making on new covenant protection and managing issues with existing protected areas. Solicitors and Senior Solicitors advise on legal risk across the organisation and ensure that appropriate and timely legal advice is provided to the executive and board.

Solicitors and Senior Solicitors primarily provide legal advice and conveyancing services to establish new covenants, and advice on interpretation of covenant agreements.

Other important functions include advising on legislation, employment, property leases, and other contractual matters as well as governance issues relating to general legal compliance for the board and Chief Executive. Solicitors and Senior Solicitors assist with, and act as instructing solicitor in, litigation that QEII is involved in.

Solicitors and Senior Solicitors assist with advocacy work for QEII, particularly around changes to legislation or regulations, or Resource Management Act related matters. They also advise on organisational policy and processes.

Senior Solicitors have additional responsibilities beyond those core functions above, providing expert legal advice and guidance on policy decisions expected of a solicitor but drawing on in-depth knowledge and understanding of QEII when giving that advice and guidance.

Senior Solicitors provide coaching and mentoring for newer staff. They will also have other areas of responsibility around special projects and QEII’s strategic objectives.

REPORTS TO

This role reports to the Team Leader – Legal / Kaiārahi Tīma – Ture

KEY EXTERNAL RELATIONS

Surveyors	Department of Conservation
Solicitors	Ministries (e.g., MFE, MPI)
Covenant owners and land holders/managers	Community & Industry Groups
Land Information New Zealand	Environmental NGOs
Overseas Investment Office	Iwi
Local Authorities	Other stakeholders

KEY INTERNAL RELATIONS

Land Protection Team	Communications and Information Team
QEII’s regional representatives	Finance and Business Services Team
Senior Leadership Team	QEII board of directors

KEY RESPONSIBILITIES

KEY RESPONSIBILITY	Solicitor	Senior Solicitor (in addition)
<p>Land protection</p> <p><i>Reliable legal advice is essential for QEII's core covenanting programme</i></p>	<ul style="list-style-type: none"> ▪ Understands all tasks associated with the process for establishing new covenants. ▪ Understands covenant management issues. ▪ Provides reliable legal advice on covenant issues. ▪ Contributes to the development and application of policy and procedure for covenant establishment and management. ▪ Keeps accurate records throughout the covenanting process. ▪ Works within the legal team to ensure consistent peer review of work related to covenant protection. 	<ul style="list-style-type: none"> ▪ Has in-depth knowledge of and understanding of the roles and responsibilities of QEII, and landowners and covenantors. ▪ Applies knowledge and understanding to ensure all new proposals comply with strategic objectives and policies. ▪ Contributes to the development and application of policy and procedure for covenant establishment, management, and maintenance. ▪ Has built quality relationships with reps and staff and is a trusted source of advice. ▪ Provides legal advice on covenant matters to external parties. ▪ Has a thorough understanding of the QEII Act as it relates to covenanting. ▪ Confidently provides legal advice on complex covenant management issues and requests.
<p>Legal advice and services</p> <p><i>In-house counsel at QEII advise on a wide range of subjects to support the organisation</i></p>	<ul style="list-style-type: none"> ▪ Understands and provides advice on legal issues relevant to QEII (including property, contract, HR/employment, resource management, estates, etc.). ▪ Understands and can advise on interpretation of QEII legislation. ▪ Ensures all stakeholders are involved appropriately in decision making and other processes. ▪ Supports the Executive and board in the management of legal risk. ▪ Advises on and assists with non-adversarial dispute resolution. ▪ Assists with training of staff and reps on legal matters. ▪ Assists with any other legal services as required. 	<ul style="list-style-type: none"> ▪ Provides specialist, detailed, robust legal advice across the wide range of issues relevant to QEII (outside of the covenanting process). ▪ Proactively identifies legal risks to QEII, and develops strategies, plans and actions to address these risks. ▪ Identifies improvement opportunities and ensure operating procedures are based on best practice. ▪ Actively participates in strategic planning for the Land Protection Team and wider organisation.

<p>Relationship management</p> <p><i>Managing relationships both internal and external is essential for success in the role</i></p>	<ul style="list-style-type: none"> ▪ Maintains a high standard of personal integrity in all matters and ensure QEII processes and protocols are followed. ▪ Develops and maintains relationships with key stakeholders. ▪ Assists regional representatives to establish and enhance networks with regional authorities, community groups, NGOs, industry groups, etc. ▪ Attends QEII board meetings and similar events. ▪ Builds connections within the organisation through an open, friendly, and responsive approach. ▪ Assists in building appropriate levels of understanding of QEII among key stakeholders. ▪ Assists in building and maintaining close cooperative relationships with key external providers of legal services. 	<ul style="list-style-type: none"> ▪ Mentors and supports colleagues in the legal team and the wider LPT. ▪ Manages relevant stakeholder relationships on behalf of QEII, representing and supporting QEII's interests. ▪ Attends events, board meetings or other promotional events as appropriate. ▪ Maintains and strengthens connections within the organisation through a collaborative approach. ▪ Supporting the development of new stakeholder relationships (covenants) ▪ Supports relevant stakeholder relationships on behalf of QEII. ▪ Presents confidently at board meetings and similar events. ▪ Establishes and builds strong working relationships at all levels. ▪ Acts as the key QEII contact for relationships with stakeholders.
<p>Advocacy</p> <p><i>Effective advocacy for QEII's work can bring about significant conservation outcomes</i></p>	<ul style="list-style-type: none"> ▪ Contributes suggestions for the initiation or amendment of QEII policies. ▪ Works with the LPT on advocacy issues, such as submissions on law reform, local or central government policy, etc. ▪ Contributes to identification of new policy needed by QEII. ▪ Collaborates to develop QEII position on relevant policy issues. 	<ul style="list-style-type: none"> ▪ Proactively identifies issues that may require advocacy (e.g.: submissions on consents or legislation). ▪ Leads advocacy processes, in collaboration with the LPT advisors and the Policy and Strategy Advisor. ▪ Confidently articulates QEII's position both internally and to external parties. ▪ Leads policy-change processes.
<p>Team and individual performance</p>	<ul style="list-style-type: none"> ▪ Enthusiastically contributes to team projects and activities. ▪ Identifies and acts on personal development opportunities. ▪ Is accountable for decisions and actions, considering their impact on others. ▪ Gives and receives feedback in a constructive and empowering way and maintains confidentiality. 	<ul style="list-style-type: none"> ▪ Leads projects as required. ▪ Demonstrates and models a high standard of behaviour. ▪ Works with managers to identify mentoring, training, and development needs for team members, and to see that these needs are met.

Leadership	<ul style="list-style-type: none">▪ Demonstrates values consistent with the QEII ‘charter’.▪ Assisting with training and development of less-experienced staff under supervision.▪ Ensures that personal development needs are identified and addressed.	<ul style="list-style-type: none">▪ Aids, mentors, and coaches less-experienced staff (both in the Legal Team and the wider organisation).▪ Provides leadership, including the allocation and supervision of work by others.▪ Proactively establishes, maintains, and monitors effective quality assurance mechanisms to ensure the Legal Team’s work is at an appropriate standard.▪ Seeks opportunities for process improvement and encourages others to do the same.▪ Motivates the legal team to set and achieve objectives.
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PERSON SPECIFICATION

Skills and Experience

- Good knowledge of the law relating to contract, property, conveyancing, resource management, local government, and planning matters
- An interest in environmental/conservation issues and the rural sector
- Excellent communication skills
- Ability to think tactically, innovatively, and pragmatically
- A strong results-focus, a self-starter with a high energy approach
- The ability to investigate and absorb new information quickly
- Strong self-management skills including planning and organising, time management and the ability to work independently
- Proactive, willing, resourceful, and adaptable manner
- Experience working effectively as a small team

Qualifications/Experience

- A law degree and valid New Zealand Practising Certificate (or the ability to hold one)