

## JOB DESCRIPTION | SENIOR LAWYER / RŌIA KAHIKA

<b>POSITION:</b>	Senior Lawyer / Rōia Kahika
<b>HOURS OF WORK:</b>	37.5 hours per week (Negotiable Part Time/Job Share available)
<b>RESPONSIBLE TO:</b>	General Manager
<b>SALARY RANGE:</b>	\$58,640.00 - \$74,790.00

Community Law Wellington and Hutt Valley (CLWHV) is a registered charity that provides free legal advice and information to help those who cannot access other legal services. CLWHV also provides free legal education and promotes law reform in the interests of its clients. CLWHV is also the provider of restorative justice services for the Wellington region.

The Senior Lawyer works with the other Senior Lawyer(s) to co-ordinate the work of the legal team and supervise all legal work across both Wellington and Hutt Valley offices. The Senior Lawyer also undertakes some direct client work. The Senior Lawyer reports to the General Manager.

### KEY RESPONSIBILITIES

The Senior Lawyer, working with the other Senior Lawyer(s) and other staff, is responsible for:

- 1. Legal supervision:** Direct legal supervision of the work of the legal team.
- 2. Treaty-based relationships:** Assisting to promote working practices consistent with CLWHV's strategic and constitutional goal of Treaty-based operation.
- 3. Resource allocation:** Developing and implementing a triage process for free legal help services in consultation with the Client and Community Services Manager. Managing client caseload in collaboration with the legal team.
- 4. Staff and volunteer support:** Ensuring that the legal team is properly supported, supervised and mentored. Working with the legal team and the other Senior Lawyers to ensure that free legal help volunteers are properly selected, supported, trained and guided.
- 5. Quality of legal services:** Ensuring that CLWHV legal work (including advice, assistance, education, information and representation work) meets all regulated requirements and is of high quality. This includes ensuring that appropriate volunteer training and quality checking occurs.
- 6. Strategy and innovation:** Collaborating with the legal team and other CLWHV staff to develop a vision and strategic direction for our free legal help services. This includes developing a plan for community engagement and education/capacity building and exploring opportunities and innovative ways to work with government and community-based services.
- 7. Systems management:** Ensuring that policies relating to all legal services are developed and implemented.

8. **Funding:** Exploring opportunities for alternative sources of funding. This includes seeking funding from external providers for project work and working with the legal team, the other Senior Lawyer(s) and the General Manager to develop a fee-based legal service.
9. **Reporting:** Reporting regularly to the General Manager on the work of the legal team.

## **LEGAL WORK**

- The Senior Lawyer will collaborate with the legal team to provide legal education services and produce legal information.
- The Senior Lawyer will work with the legal team to provide legal advice and assistance. In particular the Senior Lawyer will provide direct legal advice and assistance on difficult cases and when the legal team workload requires.

## **SUPERVISION**

The Senior Lawyer's legal supervisory work will include:

- Direct supervision of legal work of the legal team. This includes:
  - ensuring that the work of the legal team meets all legal requirements
  - ensuring that the legal work of the legal team is accurate and of high quality
  - providing advice, guidance and mentoring to the legal team to ensure they approach their work with professionalism and due care, and in a manner that maintains the good reputation of CLWHV in the community
- Providing support to free legal help volunteers on legal issues when required.
- Quality assurance of legal advice sessions in all CLWHV offices and outreaches.
- Assisting with designing training for free legal help volunteers.
- Checking the legal accuracy of legal information and education resources for community groups.

## **OTHER TASKS**

The Senior Lawyer will also share responsibility for the successful day-to-day operation of CLWHV. This responsibility includes:

- Contributing to and accounting for the provision of services under the contract with the Ministry of Justice.
- Participating in staff meetings.
- Contributing to CLWHV publications, including the annual report.
- Supporting CLWHV's systems, policies, procedures and daily operations.
- Contributing to the public image / publicity of CLWHV.
- Participating in activities involving other community law centres.

## **SKILLS WE SEEK**

- A commitment to CLWHV's philosophy, including a commitment to biculturalism.

### **Work Quality**

- Knowledge of the areas of law dealt with by CLWHV.
- Ability to communicate legal information in plain language.
- Excellent analytical and problem solving skills.

- Excellent oral and written communication skills.
- Ability to work within a community development model.
- Good computer literacy.

### **Relationships**

- Understanding of and commitment to te Tiriti o Waitangi.
- Experience in working with community organisations.
- Ability to guide, support and motivate a team of staff and volunteers across the CLWHV offices
- Ability to work with others including staff, management, volunteers and those in the community in a collaborative way sharing expertise and information.
- Good networking skills.
- Sensitivity to Tikanga Māori and Te Reo Māori.
- Sensitivity to the cultures and languages of New Zealand's many ethnic groups, and the ability to work in a way which is sensitive and appropriate to the needs of these groups.

### **Self-Management**

- A high level of initiative and motivation.
- Ability to work under pressure and cope with competing demands.
- Ability to work without close supervision.
- Good organising skills.

### **Qualifications**

The Senior Lawyer must hold a current New Zealand practising certificate and be able to apply to qualify to practice on own account.