



community law

free legal help

wellington and hutt valley

**JOB DESCRIPTION:**

**ROIA HAPORI – COMMUNITY LAWYER  
POU WHIRINAKI – SERVICES TO MAORI**

**POSITION:** Rōia Hapori -  
Community Lawyer

**HOURS OF WORK:** 37.5

**TERM:** Permanent

**STARTING SALARY:** \$52-54,000

## INTRODUCTION

Community Law Wellington & Hutt Valley (CLWHV) is continuing to build Pou Whirinaki, a regional community legal service for Māori. Our Pou Whirinaki team strives to provide whānau-friendly, high-quality legal advice, education, and community development throughout the Wellington, Hutt Valley, and Porirua communities.

Our services to Māori team aims to embody tikanga Māori values and solutions. We know a person's legal needs can affect the social, spiritual, and cultural wellbeing of themselves and their communities, and our legal service therefore aims to dramatically improve everyday lives of individuals, whānau, hapū, and iwi. We provide legal help that complements existing community services in the region, and collaborate with other providers to offer a high-quality service.

Our service focuses on:

- Providing services in areas of law particularly relevant for Māori
- Providing services that would otherwise be inaccessible
- Focusing on the rights and responsibilities of Māori, to ensure that communities can have the reasonable ability to:
  - Enjoy decent income, housing, education, and health services
  - Be protected from physical, emotional and cultural harm
- Holding the state accountable to properly exercise its powers for Māori.

Pou Whirinaki supports Māori community workers and lawyers of the present and future to work within a first-class, tikanga-based legal service.

## KEY TASKS

The Rōia Hapori undertakes the following key tasks:

## **Legal Help**

The primary responsibility of the Rōia Hapori is to support individual clients in accessing justice, by providing free legal advice, information, and assistance. This involves:

1. Providing initial legal advice to clients at our main offices, and outreach clinic locations throughout the rohe, as part of a roster
2. Providing ongoing help such as assistance or representation to individuals, whānau, hapū, iwi, and community organisations
3. Working collaboratively with Kaihāpai Hapori so that clients needing legal advocacy or other non-legal support can receive it
4. Participating in quality assurance with senior supervising lawyers, and engaging in peer supervision with colleagues in Pou Whirinaki
5. Contributing to an analysis of service development for Pou Whirinaki and CLWHV overall, to ensure we are providing the services most needed and valued by our communities
6. Assisting in the planning and development of Pou Whirinaki's legal education programme, including attending some education sessions at kura kaupapa Māori, marae, or other Māori spaces in the community
7. Ensuring all legal work is conducted in line with the Lawyers and Conveyancers Act and the policies and processes of CLWHV.

## **Community Development**

The Rōia Hapori also shares responsibility for the development of appropriate and innovative legal services to meet the unmet legal needs of Māori in the region. This responsibility includes:

1. Building and maintaining strong relationships with whānau, hapū and iwi
2. Building and maintaining strong relationships with marae, Māori Trusts and other community service providers who are stakeholders in Maori outcomes
3. Kanohi kitea – attending important community events, and making Pou Whirinaki and CLWHV services known to our locals
4. Understanding prevalent issues in the community, and working productively towards solutions
5. Identifying gaps in CLWHV skills, resources, strategies, and knowledge, and considering ways to fill those gaps.

## **OTHER TASKS**

Alongside all staff, the Roia Hapori has shared responsibility for the successful operation of CLWHV. This responsibility includes:

1. Attending regular team meetings and staff meetings, including BPMs
2. Upholding the contract between CLWHV and the Ministry of Justice, including working towards our outcome targets, and participating in reporting
3. Providing input into CLWHV's daily operations, policies, systems, and strategic planning
4. Adhering to the principles of collective management as adopted by CLWHV, including:
  - a. Robust communication
  - b. Collaborative decision making, in line with our processes

- c. Staying responsible and accountable to your peers.

## **SKILLS AND QUALITIES WE SEEK**

We are primarily interested in your raw skills and character, your commitment to the kaupapa, and your ability to learn. However, the successful candidate will benefit from any of the following skills and attributes:

### **Work Skills**

- Knowledge of te reo Māori me ōna tikanga
- Understanding of, and ability to apply, the principles of Te Tiriti o Waitangi
- Strong relationship-building skills
- Excellent communication skills
- The ability to portray complex information in plain language
- Training and education experience
- Experience working with community organisations
- Critical analysis of society, and the issues most affecting our clients
- Sensitivity to the cultures and languages of the many ethnic groups in Aotearoa
- Excellent problem-solving skills
- Good computer literacy.

### **Collective Management**

- Ability to work productively as part of a team, including strong communication and transparency
- A high sense of responsibility and accountability
- Motivation to work without close supervision
- Good initiative
- Collaborative decision-making skills
- Ability to work under pressure, and cope with competing demands
- Excellent organisational and time-management skills.

### **Qualifications**

- **Must** be admitted as a Barrister and Solicitor of the High Court of New Zealand
- **Must** be eligible for a Practising Certificate.