

JOB DESCRIPTION | SENIOR LAWYER - CLIENT SERVICES / RŌIA KAHIKA

POSITION:	Senior Lawyer / Rōia Kahika
HOURS OF WORK:	37.5 hours per week (30 hours minimum)
RESPONSIBLE TO:	General Manager
SALARY:	\$69,496.00

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 in Wellington & the Hutt Valley. This work includes providing free legal education and promoting law reform in the interests of its clients. CLWHV is also the provider of restorative justice services for district courts in the Greater Wellington region.

The Senior Lawyer's core role will be to co-ordinate the work of the legal team (in conjunction with the other Senior Lawyers) and supervise legal case work across both Wellington and Hutt Valley offices. The Senior Lawyer will also undertake some of the more complex case work we take on at CLWHV.

KEY RESPONSIBILITIES

The primary responsibilities of the Senior Lawyer are:

- **Legal case work:** providing legal advice and representation for CLWHV clients (further described below).
- **Legal supervision:** Direct legal supervision of the work of some members of the legal team (further described below).
- **Staff and volunteer support:** Monitoring the legal team's capacity to ensure the legal team is properly supported and supervised. Working with the Volunteer Co-ordinators and other Senior Lawyers to ensure that free legal help volunteers are properly trained and guided.

LEGAL CASE WORK

The Senior Lawyer will provide legal advice and assistance to CLWHV clients, and in particular, for complex cases. Other Senior Lawyers can provide legal supervision as required. This work includes:

- Providing initial legal advice at CLWHV outreach clinics and at free legal advice sessions as necessary.
- Providing legal advice to and representation for ongoing CLWHV clients, and managing ongoing files. Often files will be worked on in collaboration with other legal staff to provide opportunities for learning and mentoring.

LEGAL SUPERVISION

The Senior Community Lawyer's legal supervisory work will include:

- Direct supervision of legal case work of members of the legal team. This includes:
 - reviewing client work to ensure that the work meets all legal requirements, is accurate and of high quality;
 - providing direction about case strategy (or assisting supervisees to seek direction from experts in relevant areas of law);
 - providing advice, guidance and mentoring to ensure legal staff approach their work with professionalism and due care, and in a manner that maintains the good reputation of CLWHV in the community;
 - monitoring and actively supporting supervisee's Continuing Professional Development;
 - providing legal supervision to the Pou Whirinaki team in a kaupapa Māori context and supporting problem solving in a tikanga Māori way.
- Attending and participating in Best Practice Meetings and roia hui.

OTHER TASKS

From time to time, the Senior Lawyer will be required to assist with quality assurance of legal services, the development of CLWHV policies within the Senior Lawyer's expertise, complaints, conflicts of interest, and legal information resources or education sessions.

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

- Assisting to promote working practices consistent with CLWHV's strategic and constitutional goal of Te Tiriti-based, bicultural operation
- Contributing to, and accounting for, the provision of services under the contract with the Ministry of Justice
- Participating in staff meetings and collective management processes
- Contributing to CLWHV publications, including the annual report
- Supporting and implementing 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 & QUALITIES WE SEEK:

Work Quality

- Knowledge of the areas of law dealt with by CLWHV
- Ability to communicate legal information in plain language
- Excellent analytical, legal research, and problem solving skills
- Excellent oral and written communication skills
- Ability to work within a community development model
- Good computer literacy.

Relationships

- Knowledge of, and ability to apply, the principles of Te Tiriti o Waitangi
- Understanding of the ongoing impacts of colonisation in a legal framework
- Commitment to bicultural practise
- Sensitivity to, and some knowledge of, te reo Māori me ōna tikanga

- Experience in working with community organisations
- Commitment to the values of CLWHV
- 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
- Ability to work with others including staff, volunteers and those in the community in a collaborative way, sharing expertise and information
- Good networking skills.

Collective Management

- Strong communication skills
- A high level of initiative
- Ability to work productively and collaboratively as part of a team
- A strong sense of responsibility and accountability
- Ability to work under pressure and cope with competing demands.
- Motivation to work without close supervision
- Excellent organisational and time management skills.

Qualifications

The Senior Community Lawyer must hold a current New Zealand practising certificate and have at least 3 years PQE.

The Senior Lawyer would preferably be eligible to complete Stepping Up and practise on their own account, and have a driver's license.