



community law
free legal help
wellington and hutt valley

COMMUNITY LAW WELLINGTON & HUTT VALLEY
POSITION DESCRIPTION:
KAITUHI RAUEMI TURE - LEGAL RESOURCE WRITER

POSITION:	Kaituhi Rauemi Ture – Legal Resource Writer
HOURS OF WORK:	10-12 (negotiable)
TERM:	Permanent
STARTING SALARY:	\$52,241

INTRODUCTION

Community Law Wellington & Hutt Valley (CLWHV) is a registered charity, providing free legal advice and information for those in our community with unmet legal needs. Our vision is for a society where those with least resource have as much as, or more, access to justice than those with the most. We have two offices, one in Te Awa Kairangi (Lower Hutt) and one in Whanganui a Tara (Wellington City). This role will primarily involve work at our Wellington office.

The Kaituhi Rauemi Ture is responsible for working with the Senior Legal Writer and the Publications Director to make sure that the Community Law Manual, our flagship resource, is legally accurate and up to date for publication in June-July each year.

KEY TASKS

The Legal Resource Writer undertakes the following key tasks:

The primary focus for the Kaituhi Rauemi Ture is the Community Law Manual (CLM), a new edition of which is published annually. However, they will also contribute towards the creation and quality control of other resources and publications created by CLWHV. This includes:

- Writing new content for the CLM and other resources
- Updating content in the CLM for annual legal changes
- Ensuring the website and hard-copy CLM are consistent
- Editing and feeding back on the plain-English readability of the CLM and other resources
- Meeting strict deadlines regarding publication
- Developing new resources in response to real needs identified by the community
- Liaising with stakeholders at CLWHV and in the wider Community Law movement
- Regular meetings with the Publications Team
- Working alongside the Publications team and operational staff to promote the availability of our legal resources.



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OTHER TASKS

- Contributing towards bicultural practise and upholding Te Tiriti o Waitangi
- Upholding Community Law systems, policies, and strategic aims at all times
- Participating in staff meetings as required
- Representing Community Law, and promoting Community Law services to the community
- Generally working collaboratively as part of a team, and contributing productively to the overall kaupapa of access to justice for all.

SKILLS AND QUALITIES WE SEEK

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

Work Skills

- Knowledge of te reo Māori me ōna tikanga
- Working knowledge of, and ability to apply, the principles of Te Tiriti o Waitangi
- Excellent communication skills
- Ability to communicate complex information in plain language
- Skills and experience in legal writing
- Skills and experience in legal research
- Good attention to detail and editing skills
- Strong organisation and time-management skills
- General computer literacy, including proficiency in Microsoft Office.

Relationships

- Awareness of te reo Māori me ōna tikanga
- Understanding of, and ability to apply, the principles of Te Tiriti o Waitangi
- Sensitivity to the cultures and languages of the many ethnic groups of Aotearoa
- Experience in working with community organisations
- Working knowledge of the issues facing many groups of people around Aotearoa, especially pertaining to justice
- Good relationship-building skills.

Collective Management

- Excellent communication skills
- Ability to work without close supervision
- Ability to make decisions collaboratively
- Ability to work productively as a part of a team
- A high level of initiative and motivation
- Ability to work under pressure and cope with competing demands
- Good organization and time-management skills.