



## COMMUNITY LAW WELLINGTON & HUTT VALLEY

### JOB DESCRIPTION: RŌIA HAPORI | COMMUNITY LAWYER (GENERAL)

<b>POSITION:</b>	Rōia Hapori   Community Lawyer (General)
<b>HOURS OF WORK:</b>	37.5
<b>TERM:</b>	Permanent
<b>SALRAY:</b>	\$52-\$55,000

#### INTRODUCTION

Community Law Wellington and Hutt Valley (CLWHV) is a registered charity that provides free legal advice and information to those who are otherwise unable to access legal help. 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 Rōia Hapori will work under supervision of our Rōia Kahika (Senior Lawyer), alongside our kaitūao (volunteers), and with other legal and non-legal staff, including Pou Whirinaki, our Services to Māori team. The role is based primarily based in our Wellington office office but will involve out of office advocacy in the community, as well as occasional travel Te Awakairangi Office.

This is an opportunity for a lawyer with strong community values and a passion for justice to assist with making a tangible difference to our community.

#### KEY RESPONSIBILITIES

##### 1. Legal Assistance

The Community Lawyer provides legal assistance to clients of the CLWHV. Legal assistance includes the delivery of legal information and advice. This responsibility includes:

- Supervising, and providing advice at, free legal advice drop-in sessions at the CLWHV offices.
- Providing legal advice at the CLWHV weekly outreach clinics.
- Assisting with quality checking of advice by volunteers.
- Advice and representation to ongoing clients.

##### 2. Legal Education

The Community Lawyer assists in the development and delivery of legal education. This responsibility includes:

- Assisting in the development and delivery of CLWHV's legal education programme.
- Preparing appropriate resources for the delivery of legal education.

##### 3. Volunteer Support

The Community Lawyer supports the legal work of CLWHV volunteers. This responsibility includes:

- Providing support to volunteers on legal issues or wider community services arising out of free legal advice services.
- Assisting with training for volunteers.
- Work as part of a rostered system of kaiwhakamannawa to oversee the running of free legal advice sessions.

##### 4. Legal Information Resources



The Community Lawyer assists in the development and production of legal information resources. This responsibility includes:

- Assisting in the planning, development, and writing of legal information resources.
- Maintaining existing legal information resources to ensure legal accuracy.

### **OTHER TASKS**

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

1. Upholding Te Tiriti o Waitangi in the workplace
2. Working productively in a bicultural structure
3. Attending regular team meetings and staff meetings, including BPMs
4. Upholding the main contract between CLWHV and the Ministry of Justice, including working towards our outcome targets, and participating in reporting
5. Providing input into CLWHV's daily operations, policies, systems, and strategic planning
6. 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**

The ideal candidate would display the following skills and attributes:

#### **Work Skills**

- Working knowledge of areas of law relevant to Community Law's clients, including Criminal, Family, Employment, Consumer, Social Security, Tenancy and ACC.
- Excellent analytical, problem-solving, and legal research skills
- Excellent communication skills
- The ability to express complex information in plain English
- Strong organisational skills
- Good computer literacy.

#### **Relationship Skills**

- Knowledge of te reo Māori me ōna tikanga, and comfort in tikanga Māori environments
- Understanding of, and ability to apply, the principles of Te Tiriti o Waitangi
- Experience working in Māori communities, and with Māori stakeholders and organisations
- Experience working in, or alongside, community groups
- Strong people-focused values and sense of justice
- Strong relationship-building and networking skills
- Excellent communication skills
- Sensitivity to the cultures and languages of the many ethnic groups in Aotearoa, and the ability to work in a way that is responsive to the needs of these groups.

#### **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



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- 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.