

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Director – Business Assurance	Wellington	Up to 2	Strategy, People and Partners

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”

“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

NZTE undertakes a broad range of activities and interacts with a range of people and entities to further its purpose of growing New Zealand companies internationally. The General Counsel plays an important role in enabling NZTE to achieve its goals by managing its risks and keeping itself safe.

WHAT'S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is ...

- Leading the provision of strategic and general in-house corporate legal advice across a wide range of NZTE activities.
- Providing inspiring leadership, regular coaching, insights, supportive and developmental feedback to your team, so that their potential is maximized.
- Reviewing and negotiating contracts to support NZTE's functions, including ICT agreements (including Artificial Intelligence) and other services agreements.
- Ensuring our template agreements are robust and protect the interests of NZTE. These include non-disclosure, grant funding and other commercial agreements.
- Advising on NZTE's grant funding programme and related agreements.
- Reviewing and negotiating commercial office leases for NZTE's NZ and international offices and agreements for renovations or fit-outs to NZTE offices.
- Reviewing and negotiating residential leases for NZTE's internationally posted personnel.
- Ensuring our templates that are made available to NZTE customers are fit for purpose.
- Advising on internal rules and policies and procurement and other New Zealand Government rules.
- Reviewing and drafting NZTE Board papers, including advising and appearing before the NZTE Audit and Risk Committee on the operation of NZTE's legal compliance programme and other relevant matters.
- Actively identifying and advising on a range of legislative compliance issues, such as under the Official Information Act and the Privacy Act.
- Managing the higher risk legal issues faced by NZTE, including litigation, and involving and escalating to the Director - Business Assurance and Legal as required or to raise risk awareness.
- Identifying potential diplomatic/consular immunity issues, Closer Economic Relations and World Trade Organisation issues and liaising with relevant government partners
- Peer reviewing, guiding, and allocating work to other legal counsel.
- Working across NZTE globally with colleagues to ensure you can proactively and constructively reach solutions for them.

- Engaging with other NZ Inc agencies around the legal issues that they share an interest in.

Success in this role means:

- Mitigating and managing NZTE's legal risks effectively.
- Building strong trusted relationships across the business such that people have no hesitation in seeking input from the legal team.

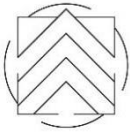
WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGĀ?

- A positive attitude is the most important attribute you can bring with you. You'll need to be a qualified lawyer holding a NZ practicing certificate, ideally with eight years or more post qualification experience gained in a law firm, public sector and/or corporate environment. You may not necessarily have worked in all the areas this role covers – you'll learn about these areas on the job so a willingness to develop new skills is critical, along with...
- an ability to analyse complex legal issues, problem solve, be forward thinking and decisive with decision making while staying cool under pressure.
- an ability to adopt a pragmatic and practical approach and an instinct for key risks;
- an ability to juggle multiple issues, needs, priorities and expectations of a broad and diverse portfolio while still delivering a positive customer experience for all;
- a positive, approachable and open door approach to ensure the legal team's advice is sought after by the business;
- being an outstanding communicator and a deep listener who can build rapport and describe complex legal concepts to non-lawyers, adjusting your personal style as required;
- having a technical skillset with enough experience to have dealt with complexity and the ability to look at issues through a variety of lenses to arrive at a result that enables rather than disables.

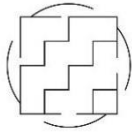
Our characters | Ō mātou uara

- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

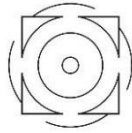
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



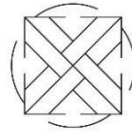
AMBITION
Drives us



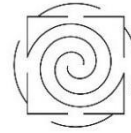
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as *"enhancing mauri to deliver impact"*.

