

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
General Legal Counsel,	Wellington	Nil	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 broad range of people and entities to further its purpose of growing companies. Each member of the legal team plays an important role in enabling these activities and interactions. Many of them simply could not happen or would create unacceptable risk to NZTE without the legal team's support.

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

**The most important work of this role is to...**

- Providing strategic and general in-house corporate legal advice across a wide range of NZTE activities such as its grant-funding programme, its programme for the commercialisation of Government know-how and its customer advice activities.
- Ensuring our agreements are robust and protect the interests of NZTE and our customers. These could include non-disclosure, grant funding, ICT and other commercial agreements.
- Identifying and advising on Closer Economic Relations and World Trade Organisation issues, particularly in relation to NZTE's funding programmes and agreements.
- Reviewing and negotiating residential leases and commercial office leases for NZTE's NZ and international offices.
- Advising on procurement processes.
- Managing litigation, including identifying potential diplomatic/consular immunity issues.
- Ensuring our templates that are made available to NZTE customers are fit for purpose.
- 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.
- Advising on a range of legislative compliance issues, such as under the Official Information Act, the Privacy Act and the Health and Safety at Work Act.
- Work across NZTE globally with colleagues to ensure you can proactively and constructively reach solutions for them.
- Engage 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.

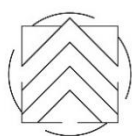
## WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

- A positive attitude is the most important attribute you can bring with you. You'll need to be a qualified lawyer, ideally with around three to seven years' experience, though we will consider candidates with more or less experience than that. You will need at least one year's legal experience. 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.
- The following more specialist experience would be helpful, but is not essential:
  - experience working in a public sector legal team;
  - experience working in the commercial or public law teams in a private law firm; or
  - experience as an in-house commercial lawyer in a private sector entity.

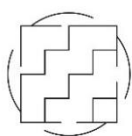
## Our characters | Ō mātou uara

- **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.

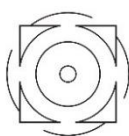
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



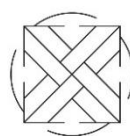
**AMBITION**  
Drives us



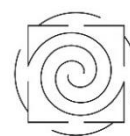
**ADVENTURE**  
Teaches us



**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*".

