

## Job Description

**Position** Legal and Policy Adviser/Senior Legal and Policy Adviser

**Reports to** Commissioner

**Last updated** November 2021

## Key Relationships

### Internal

Commissioner  
Legal and Policy Advisers  
Commissioners  
Corporate Services Team

### External

Expert Advisory Groups  
Māori Liaison Committee  
Stakeholders (e.g. advocacy groups, consultees)  
Government agencies  
Judiciary

## Position purpose

The Legal and Policy Adviser/Senior Legal and Policy Adviser position exists to contribute to the law reform work programme by providing legal research and analysis and contributing to options formulation and published reports.

In addition to this, all Law Commission personnel are expected to proactively monitor and commit to ensuring that all health and safety requirements are met. This includes being up to date with expectations, processes and policies and acting in accordance with these.

## Key Accountability Areas

### Research and Analysis (40%)

This will be achieved by but not limited to:

- Undertaking research on specified topics and/or areas of the law to gain a comprehensive understanding of issues of relevance to the project topic
- Applying proven frameworks and methods of analysis to identify policy and/or legal problems, analyse the issues, and identify and assess the policy options

- Critically synthesising information from a wide variety of sources and applying knowledge of the subject area to draw sound conclusions
- Participating in consultation meetings, including asking questions to seek useful information, taking notes as required
- Managing the submissions process as required to ensure accurate capturing of information, including logging and analysing submissions and ensuring efficient future accessibility of submissions as needed through proactive release or under the Official Information Act 1982
- Using information from submissions to inform conclusions and recommendations

### **Law Reform Development (40%)**

This will be achieved by but not limited to:

- Remaining aware of factors in the external environment that may impact legal and/or policy advice and incorporating these for review and discussion
- Contributing advice and feedback on areas of subject matter expertise
- Developing reports, briefings and other written information that effectively convey the Commission's recommendations or advice
- Providing clear, accurate and well-reasoned recommendations/advice and communicating complex issues and concepts clearly and succinctly
- Reviewing and editing the written work of other team members to contribute to high-quality, cohesive reports, including proofreading
- Contributing to the publication of final reports as required

### **Team and Project Support (20%)**

This will be achieved by but not limited to:

- Contributing to and/or providing leadership of the project process, working in consultation with the lead Commissioner
- Ensuring that all administrative processes relating to the project are completed in accordance with required policies and processes including record keeping and filing
- Participating in debriefing meetings and processes to support a continuous learning approach to the work of the Commission
- Developing and maintaining effective working relationships with all members of the project team, and the wider Commission, to ensure high quality legal and policy advice
- Participating positively in team meetings
- Taking responsibility for own professional development of core, transferable legal and policy skills and seeking opportunities for continuous learning

# Person Specification

## Qualifications

- Law degree

## Skills and Experience

- At least 2 years' experience in either a legal or policy adviser position
- Proven understanding of the processes of policy developing and law-making
- Experience in producing written work to a high standard of accuracy, clarity and consistency

## Personal Competencies

*(Refer to Competency Framework for detailed definition of competency expectations relevant to level of skills, experience and performance expectation)*

### Research

Undertakes legal research and gathers other relevant information and data to support legal and policy analysis

### Conceptual Thinking and Critical Analysis

Applies conceptual thinking and critical analysis throughout the legal and policy development process to produce high quality law reform proposals

### Legal and Policy Development

Demonstrates understanding of the legal and policy development process

### Engagement and Collaboration

Engages with stakeholders in order to build effective relationships, understand diverse interests and experiences, and develop effective and practical policy proposals.

### Communication

Delivers clear and compelling messages fit for purpose and audience

### Plan and Manage Work

Ensures projects are managed appropriately and efficiently and work is delivered within expected timeframes

### Feedback and Coaching

Gives and receives constructive challenge and feedback to develop the capability of individuals and teams

### Individual and Team Development

Seeks ways to improve individual and team performance