



Job Description

Position	Law Clerk
Reports to	Commissioner
Last updated	September 2019

Key Relationships

Internal

Commissioners
Legal and Policy Advisers
Corporate Services Team

Position purpose

The Law Clerk position exists to provide research, editing and administrative support to work projects in the Law Commission.

In addition to this, all members of the Law Commission Team 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

Project Support (90%)

This will be achieved by but not limited to:

- Undertaking legal research on topics and subjects as requested by Legal and Policy Advisers to support the work of identified project/s
- Recording and presenting research in accordance with agreed standards and processes (e.g. in memos)
- Editing and/or proofreading documents or portions of documents as requested

- Completing and editing footnoting as requested, including editing for both substance and style
- Assisting with drafting of documents and/or portions of documents as requested
- Remaining aware of relevant style guides, policies and procedures to ensure that all work is completed in accordance with these
- Assisting with processes related to submissions on projects, e.g. by entering submission data into relevant database/format
- Attending meetings as requested to take minutes and/or notes, preparing these and submitting to the team in accordance with agreed procedures
- Completing general administrative tasks, eg. Photocopying, binding of documents to assist the team as required

Team Support (10%)

This will be achieved by but not limited to:

- Remaining aware of the areas of work for the whole team and providing support and assistance as required to support the delivery of high quality, timely work
- Participating positively in team meetings

Person Specification

Qualifications

- Tertiary qualification in law and/or policy (in progress)

Skills and Experience

- Previous experience in an office and/or administrative environment is an advantage

Personal Competencies

Relationship Management: builds and maintains positive relationships with internal and external stakeholders; works positively with people to achieve results even under difficult circumstances

Communication: relates well to a wide variety of people from different cultural backgrounds; adapts communication style to suit the audience; listens to fully understand and respond accordingly

Judgement and Decision Making: uses sound judgement to assess situations and decide the best response or action; takes responsibility for own decisions; involves others appropriately and effectively;

Drive and Energy/Initiative: demonstrates stable and reliable performance under pressure; identifies opportunities for growth or improvement and acts on these as appropriate; demonstrates commitment to getting the job done even under difficult circumstances

Planning and Organising: uses sound organisational techniques to ensure deadlines are met and priorities are managed effectively; prepares plans that ensure even heavy workloads are achieved

Team Work: genuinely values others' input and expertise, and is willing to learn from others; shares own ideas and contributes positively to the team

Problem Solving: identifies likely causes of a problem and develops a clear action plan to solve the problem; excellent analytical skills; anticipates when a problem may arise and acts to minimise or eliminate the problem; uses initiative to solve new problems and learns from mistakes to create better solutions