

Position description



Title Junior Legal Counsel	Reports to General Counsel
Division Finance	Department Legal and Procurement
Location Auckland	Last updated 30/08/2021

Our commitment as a Crown Entity

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Role purpose / Kaupapa mahi

The primary responsibility for this role is to assist General Counsel in advising the business in all aspects of contracts, procurement rules and legal issues as they arise.

What you will focus on / Ngā mea hei arotahi māu

Advice and drafting of contracts/terms & conditions

- Support General Counsel in the provision of legal advice on all contracts and terms and conditions.
 - Assist General Counsel and the business to use template agreements and draft scopes which are clear and detailed to ensure effective contracts are put in place with suppliers.
 - Assist General Counsel and Procurement Manager to ensure Lotto NZ comply with Government rules of sourcing and procurement.
 - Assist General Counsel and Procurement Manager in managing contracts across the business helping to avoid undocumented contract obligations.
 - Provide support to General Counsel with agreements and key terms in any RFP process.
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Legislative and Regulatory Requirements

- Assist General Counsel to provide general in-house corporate legal advice across a wide range of activities including all legal and regulatory issues that affect, or may affect, Lotto NZ.
 - Provide support with respect to Lotto NZ's understanding and compliance with all legislative and government regulatory requirements including any systems in place to ensure compliance.
 - Assistance with review and advice on promotions and marketing material to ensure compliance with legislative and regulatory obligations including advertising standards.
 - Provide advice to the business on customer queries and issues to ensure compliance with consumer and other relevant laws.
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General

- Establishing and administering template contracts and processes to effect good contract and procurement practice.
 - Support for any legal or procurement training for the business.
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Other

- Any other duties as reasonably required by General Counsel or other key stakeholders.
 - Ensure all company policies, procedures and guidelines are followed and adhered to.
 - Take an active role in promoting and ensuring a safe and healthy workplace at Lotto NZ for yourself and others.
 - Lotto NZ's purpose is to provide safe gaming that allows New Zealanders to play and win while contributing money back to New Zealand communities: Ensure that minimising the potential for harm from our games is a key consideration in all day-to-day activities and decision making, through adhering to all Lotto NZ responsible gaming processes and policies.
 - Ensure the Lotto NZ Health and Safety policy is adhered to (including procedures in the Health and Safety Manual) and hazards, incidents and near misses are reported in the Health and Safety system in a timely manner.
 - Comply with all Lotto NZ security policies and instructions, complete all required security awareness training and report any security incidents or concerns in a timely manner.
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Your skills and experience / Ō pukenga me ō wheako

Technical skills

- Quality written and oral presentation and communications skills.
 - Conduct self in accordance with legal professional values, including through adherence to lawyers' Conduct and Client Care regulations.
 - Skills in researching, interpreting, analysing and evaluating information.
 - Relationship management and influencing skills.
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Experience

- Knowledge of New Zealand contract and consumer law within a commercial environment.
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Qualifications

- LLB qualification and admitted as a Barrister and Solicitor of the High Court of New Zealand.
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Authorities / Te mana o te tūranga

People responsibilities:

- 0 people
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Signature authority of:

- \$0
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