

Position description

Title General Counsel	Reports to Chief Financial Officer
Division Finance	Department Legal and Procurement
Location Auckland	Last updated June 2026

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 responsibilities of this role are to provide commercial negotiation and drafting of large scale complex technology contracts, effective procurement across all areas of the business with a strong focus on technology and digital procurement, robust software license and contract management, that legal issues and corporate risks are identified and managed and that legislative and government regulatory requirements are met.

What you will focus on / Ngā mea hei arotahi māu

Technology commercial support

- Responsible for commercial negotiation on all major technology contracts, new and renewals.
 - Responsible for legal support on complex technology projects, including writing and agreeing terms & conditions
 - Ensuring major technology transformation programs commercials and legals are supported and align with Lotto NZ's strategic plan
 - Building and maintaining sound commercial and legal strategy for software licenses supporting any move from on prem to cloud based solutions
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Legislative and Regulatory Requirements

- Provide strategic and 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.
 - Responsible for ensuring all legislative and government regulatory requirements are complied with, monitored and reported to promote legal compliance across Lotto NZ.
 - Responsible for legal sections of briefing papers for changes to game rules and legislation.
 - Provide legislative policy development advice to key stakeholders in the business.
 - Provide legal advice on a range of legislative compliance issues, such as under the Official Information Act, Fair Trading Act, Privacy Act, Gambling Act, Crown Entities Act and the Health and Safety at Work Act.
 - Support responses to Official Information Act requests from a legal compliance view.
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Procurement and Contract Management

- Responsible for ensuring Lotto NZ comply with Government rules of sourcing and procurement reporting
 - Relationship manager with MBIE
 - Ensuring optimal procurement principles and any exceptions are well planned and documented in advance
 - Responsible for writing required Board approvals for high value/high risk procurement
 - Responsible for effective contract management at Lotto NZ. Ensuring key contracts are effective and managed to maximise opportunities and minimise risks.
 - Ensure contracts, tenders and legal documentation with external comply with best business practice and are consistent with Lotto NZ's commercial objectives.
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General

- Maintain and monitor all trademarks, patents and intellectual property associated with NZ Lotteries and brands.
 - Key liaison point for external legal interactions and support as required
 - Act as a key member of the Lotto NZ Harm Minimisation Committee
 - Responsible for ensuring new promotions comply with legal requirements
 - Act as company secretary for the Board and Audit and Risk Committee.
 - Provide legal leadership on high-risk issues
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Other

- Any other duties as reasonably required by your manager 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

- Well-developed relationship management skills both externally and internally
 - High 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.
 - Any previous experience or familiarity with Government rules of sourcing would be advantageous
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Experience

- Experience in Technology sectors in a commercial legal role
 - Experience in creating contracts and statements of work supporting agile project delivery
 - Extensive experience in New Zealand contract law within a commercial environment and preferably public law, and gaming law.
 - Commercial experience desired in digital and retail environments.
 - Experienced in contract negotiations and procurement
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Qualifications

- Qualified lawyer with 5+ years commercial experience
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Authorities / Te mana o te tūranga

People responsibilities:

2 people

Signature authority of:

as per DOA
