

LEGAL OFFICER

Position status and location:	This is a permanent role ideally based in the Wellington office
Reporting to:	National Secretary/National Strategy Lead
Staff reports:	None
Cost Code sign-off:	None
Date:	October 2020

Purpose of this position

To develop and enhance the strength of the PSA by providing legal and industrial advice to PSA staff and members.

Working relationships

Internal	Internal democratic structure	External
Organisers Education team Secretariat Assistant Secretaries Policy Communications Team	PSA members and delegates Executive Board	Lawyers/legal officers (other unions) Representatives of : <ul style="list-style-type: none"> • employers (e.g. managers, HR, legal officers/lawyers) • other unions/CTU/community groups/media groups/legal and professional groups • District Court, Employment Relations Authority, the Employment Court, High Court, Court of Appeal • MBIE, Employment Mediation Services • Health related professional organisations and registering boards. • ACC • New Zealand Law Society.

Key functions

Key Accountabilities	Activities
Participate constructively in their team	<p>Work collegially and co-operatively within the wider PSA</p> <p>Provide support for each other</p> <p>Comply with PSA policies and strategies</p> <p>Attend team meetings</p> <p>Actively participate in all team activities</p> <p>Respect each other's view on matters</p> <p>Joint problem solving</p> <p>Keep team members informed</p> <p>Decision making by consensus</p> <p>Ensure effective and timely handover</p> <p>Maintain a balance between the autonomy of individual responsibility and team responsibility</p> <p>Contribute to the mentoring/buddying of less-experienced staff</p>
Legal counsel	<p>Act as Legal counsel and advocate for :</p> <p>the Union and on behalf of union members with their employers, in mediation, the Employment Relations Authority, the Employment Court, District Court, Court of Appeal, ACC Reviews, and before professional regulatory bodies.</p>
Advice and interpretation	<p>Research relevant statutes and case law and provide high quality legal advice to the executive board, national secretariat, assistant secretaries, organisers, delegates and members</p> <p>Advise on strategies and mechanisms for solving employment disputes</p> <p>Interpret statutes and collective and individual agreements</p> <p>Provide legal support for collective bargaining</p> <p>Comply with the statutory requirements of lawyers under the Lawyers and Conveyancers Act 2008 and the Rules of Conduct and Client Care for lawyers.</p>
Development and Delivery	<p>Develop and implement legal strategies in the public and private sectors;</p> <p>Work to further the strategic goals of the PSA;</p> <p>Analyse government industrial relations policy and analyse/assess its impact on the PSA</p> <p>Develop and deliver legal and medico-legal education programmes;</p> <p>Prepare and present submissions to parliamentary select committees.</p>
Group Participation	<p>Participate in the New Zealand Council of Trade Unions Legal</p>

Person Specification

Skills/attributes

Communicate effectively both orally and in writing

Relate effectively to people

Represent, liaise and network with people

Negotiate, advocate and facilitate

Plan, organise and think strategically

Decision making, achieve results and understand the implications of decisions made

Adaptable, flexible, tenacious

Think creatively and use initiative

Self starter and able to work autonomously and as part of a team

Knowledge

Legal qualification and eligible to hold a current practising certificate

To have demonstrated technical knowledge in the following:

- industrial law and legal principals from a trade union perspective
- industrial relations and processes in NZ
- trade union movement in NZ
- understanding and writing of legal documents
- preparation and presentation of legal cases, positions and strategies, etc
- The legal duties on Barristers and Solicitors under the Rules of Professional Conduct.

Working at the PSA

PSA Employment Principles

The PSA is committed to being a good employer and providing a quality working environment; a process of constructive engagement with staff through their unions; and operating fair, transparent and consistent employment processes and good faith principles.

Our organisational values

The PSA takes a strategic approach to unionism and our organisation values are:

- Solidarity/Kotahitanga
- Social justice/Pāpori Ture Tika
- Integrity and respect/Te Pono me te Whakaute
- Solution focused/Otinga Arotahi
- Democratic/Tā te Nuinga e Whakatau ai

Leadership and Management style in the PSA

The PSA aims to achieve an optimal balance between an empowering leadership style and ensuring sufficient accountability for achieving the strategic outcomes of the union.

By empowering leadership style we mean encouraging people and teams to take individual and collective responsibility for making appropriate decisions within their sphere of influence and to manage their work effectively. The PSA has staff working in teams with a dual emphasis on self management and team work. Within the context of the PSA's team based approach to work, an empowering style means developing the ability of teams to co-ordinate and control their work and to work effectively with others to achieve the union's strategic goals. National and Assistant Secretaries hold management accountabilities which enable them to make appropriate decisions whilst being mindful of the PSA employment principles.

Treaty of Waitangi

The PSA affirms te Tiriti o Waitangi/the Treaty of Waitangi as the founding document of Aotearoa, New Zealand and is committed to the Treaty principles of partnership, protection and participation in implementing the purpose and objects of the union as they relate to the working lives of members.

Professional Development

PSA staff members are supported to attend to their own personal and professional development and provide collegial support to co-workers and contribute to the mentoring of less experienced staff. Staff will also participate in individual and collective professional development.

Health and safety

Every staff member shall take all practicable steps to ensure his/her safety at work and that no action or inaction of the staff causes harm to any other person.