



# POSITION DESCRIPTION

## Legal Advisor, Governance and Legal

### VISION

***Kia tupu, kia hua, kia puaawai***

To grow, prosper and sustain

### MISSION

Te Whakakitenga o Waikato Inc manages the collective assets of the iwi, Waikato. Our aim is to grow a prosperous, healthy, vibrant, innovative and culturally strong iwi to enable mana motuhake. This is achieved through a range of initiatives directed to improving tribal outcomes in the following areas: commitment to the Kiingitanga, tikanga and te reo; education and training; employment; tribal preservation; marae development; health and well-being; and environmental and resource management. Building the capacity of our people and growing the prosperity of our whaanau remains the driving force behind our efforts. Kia

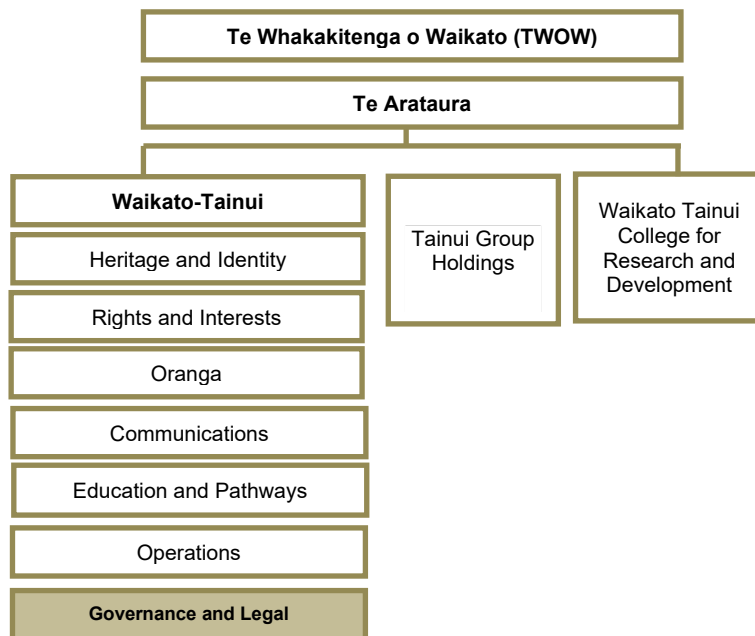
tupu, kia hua, kia puaawai – To grow, prosper and sustain

## WHO ARE WE?

Te Whakakitenga o Waikato Inc is the incorporated society that represents the Waikato-Tainui's statutory rights and interests and ensures that the benefits of the settlement grows for the future generations.

Waikato-Tainui is made up of 68 Marae, 33 hapuu and more than 91,000 tribal members. Two elected representatives from each of our 68 marae, totalling 136 elected representatives, make up Te Whakakitenga o Waikato – the tribal parliament. Te Arataura is the executive committee of Te Whakakitenga, which oversees the tribe's day to day activities. Te Whakakitenga o Waikato is accountable to our tribal members.

The Unit is responsible for ensuring the respective teams are aware of the required measures and are delivering their actions against their plans, strategic information is gathered, all commercial opportunities and investment proposals are reviewed and advised as well as ensure that the Governance entities receive robust, high quality governance support.



Employer initial:  
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## WHO ARE YOUR TEAM? TOU ROOPU

<b>Role</b>	Legal Advisor
<b>Business Unit</b>	Governance and Legal
<b>Reporting To</b>	Senior Legal Advisor
<b>Direct Reports</b>	0
<b>Nature and Term</b>	Permanent, Full-time: 37.5 hours per week
<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li>General Manager, Governance and Legal</li> <li>Senior Legal Advisor, Governance and Legal</li> <li>Governance &amp; Legal team members</li> </ul>
	<ul style="list-style-type: none"> <li>All staff of the Waikato-Tainui Group</li> <li>Waikato-Tainui marae</li> </ul>
	<ul style="list-style-type: none"> <li>Advisory Committees</li> <li>TGH teams</li> </ul>
<b>External relationships</b>	<ul style="list-style-type: none"> <li>Waikato-Tainui professional advisors and contractors</li> <li>Iwi Maori / Maori stakeholders</li> <li>Central and local government agencies</li> <li>Key partners and stakeholders</li> </ul>

Employee initial:  
 Version: November 2025

## VALUES IN ACTION – NGAĀ TIKANGA

Waikato-Tainui have a clear set of values which reflect and embrace tribal values. In action in a workplace setting, we expect our staff to embody them as follows:

Values	Reflected in the following behaviours:
<b>Aroha (Love/Respect)</b>	Develops strong ties and respect across Waikato by showing high levels of integrity and upholding the mana of our history. Puts others at ease, understanding their needs and communicating ideas in an effective manner to continually 'do the right thing'.
<b>Whakaiti (Humility)</b>	Respects the views of others, including the wider iwi through asking for, listening to and considering the views of those they interact with so that we learn from our past to better shape our future. Prioritises the kaupapa by not putting themselves or their opinions ahead of others.
<b>Kotahitanga (Unity)</b>	Recognises and respects our diversity and the strength this creates by demonstrating awareness and sensitivities of others. Is part of the solution by creating the right environment that helps us to act in unified fashion
<b>Whakapono (Trust/Faith)</b>	Strong Kiingitanga affiliation demonstrated by their knowledge/ skills positively, treating colleagues, clients and the public with courtesy, sensitivity and integrity to build trust
<b>Manaakitanga (Caring)</b>	Supports others through constructive, positive behaviours and productive and positive two-way communications so that we help each other to succeed and as a result enhance the achievements of the tribe
<b>Mahitahi (Collaboration)</b>	Demonstrates a willingness to work together and empower others to collaborate while being open to new ideas and perspectives. Helps to create a change resilient, outcomes focused, culture of excellence.
<b>Rangimarie (Peace/Calm)</b>	Comfortable with ourselves while also being open to feedback, guidance and support from others. Projects a calm, open-minded and reasoned manner when dealing with the demands put on us and the challenge this may create

## PRIMARY FOCUS OF THIS ROLE – TE AROTAHI MAATUA

The purpose of this role is to support the Senior Legal Advisor and General Manager, Governance & Legal by preparing high-quality advice on a wide range of legal matters that confront Waikato-Tainui. The position has an internal focus to provide organisational support for Te Whakakitenga o Waikato and will co-ordinate coherent and complete advice to assist with decision making, ensuring that all relevant viewpoints are considered. The role works collaboratively across the organisation to support the highest standard of executive decision making by providing quality advice that is timely, responds to the directions set by the Senior Legal Advisor and General Manager, Governance & Legal, is forward looking, cognisant of changing circumstances, and emerging issues, and gives an assurance that issues are dealt with in an effective and coordinated manner.

## KEY ACCOUNTABILITIES – NGAA MAHI MAATUA

<b>Leading Self – Results Orientation</b>	<p>To assist the Senior Legal Advisor and the General Manager, Governance &amp; Legal by:</p> <ul style="list-style-type: none"><li>• Providing constructive, accurate, and complete analysis and guidance when directed to inform their thinking and work.</li><li>• Assisting staff with legal and governance questions, functions, and issues as directed by, and under the supervision of, the Senior Legal Advisor and General Manager, Governance &amp; Legal.</li><li>• Preparing and undertaking legal research and drafting opinions, support, and advice as directed across the Waikato-Tainui entities in relation to a range of legal and governance issues that support the Group work programme and overall objectives.</li><li>• Contribute to briefings or advice regarding the organisation on a wide range of legal and governance issues and obligations, ensuring that all advice takes account of all the relevant viewpoints (including for example, Waikato-Tainui values, Whakatapuranga 2050 objectives, trustee and governor roles and responsibilities, together with financial and commercial return).</li><li>• Executive document writing and review as directed, including assisting with drafting of board papers.</li><li>• Analysis and review of decision papers and documentation as directed.</li><li>• Assisting with governance support for the various boards and the different forums/ communications that form part of these entities as required.</li><li>• Providing support and direction for matters such as:<ul style="list-style-type: none"><li>○ Government policy and the drafting and analysis of submissions to law, policy and/or regulation makers;</li><li>○ Governance roles, responsibilities and authorities;</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>○ Legal advice including rules interpretation and the application of organisational policies.</li> <li>• Completing all administration tasks in a professional and timely manner. This may include but is not limited to document and file management, email management, photocopying and scanning, and document storage and retrieval.</li> <li>• Establishing and maintaining positive stakeholder relationships both within and outside Waikato-Tainui that enhance credibility and robust decision-making processes across the organisation.</li> <li>• Participating in continuing professional development activities as required to maintain required professional registration and to develop further skills in areas identified for development.</li> </ul>
<b>Being part of the team</b>	<ul style="list-style-type: none"> <li>• Help support the culture of an engaged team that is aligned to the organisation’s culture, where robust debate, diversity, cohesion, supportiveness, and working effectively together is fostered to enable each of the team to succeed.</li> <li>• Remain focused on the requirements of your role, working with your supervisor and manager to ensure you are meeting performance expectations while also taking an agile approach to your work by being prepared to evolve what you do to meet the changing needs of your customers (whether internal or external)</li> <li>• Support other members of the team to complete the requirements of their jobs and goals when needed.</li> <li>• Appropriately communicate with other members of the team, whether in meetings, one-on-one meetings, emails, and regular interpersonal communication.</li> <li>• Demonstrate recognition of the efforts of your team members and/ or concern for them where necessary.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Undertake all work in a safe manner and follow all company and workplace health and safety procedures</li> <li>• Identify new hazards and advise manager or workplace H&amp;S representative/co-ordinator within 24 hours of identification.</li> <li>• Accurately report incidents and accidents to manager or workplace H&amp;S representative/co-ordinator as soon as possible.</li> <li>• Ensure a sound understanding of, demonstrate commitment to and comply with all Waikato-Tainui policies relevant to your role.</li> </ul>

## EXPERIENCE – NGAA PUUKENGA

- **Action Orientated** - Ensures completion of work and tasks, despite challenges, low interest and resistance from others. Perseveres to enable task completion.
- **'Customer' focus** - Is active in ensuring the customer's (whether internal or external) stated needs are met and satisfied.
- **Flexibility** - Is open to change and adapts easily to new work demands and working conditions.
- **Interpersonal Savvy** - Initiates contact with others, builds rapport and understanding through communication skills, listening and showing respect.
- **Problem Solving** - Identifies day-to-day as well as more complex workplace problems and finds appropriate solutions.
- **Team Enhancement** - Takes an active role in the team, contributing ideas and encouraging others. Contributes towards team objectives.
- **Waikato-Tainui Context** – In-depth knowledge of Te Whakakitenga o Waikato, Waikato-Tainui and our marae communities. A strong awareness of and affinity for the needs and aspirations of Waikato-Tainui whaanau.

## QUALIFICATIONS – NGAA TOHU MAATAURANGA

- A tertiary qualification in law and a current New Zealand Law Society practising certificate.
- At least 3-6 years' previous experience working within a legal environment. This may be in-house, private practice, at a government agency or similar, or any combination of these.
- Experience working with commercial (including IP and privacy), property and/or RMA, construction, finance, infrastructure matters are all desirable.
- Experience in a governance environment (including as a trustee, director, or similar) is desirable.
- Previous mahi in a kaupapa Maaori environment is highly desirable.
- Demonstrated ability to discreetly handle highly sensitive and confidential information.
- IT competency in systems and standard office programmes.
- Good report writing skills and communication skills in a legal environment.
- Directly applicable experience in successfully working/engaging with stakeholders.
- Strong tribal knowledge and understanding.

Proficiency or a developing proficiency in te reo Maaori.

**Disclaimer**

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

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**GM – Governance & Legal**

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**Legal Advisor**

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**Date**

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within Te Whakakitenga o Waikato Inc. It is acknowledged that in order to remain current, regular amendments will be required. This is to be co-ordinated in association with the relevant Managers.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their manager to provide clear goals and objectives, against which individual performance will be managed.