Position description

Position title:	Senior Legal Counsel – Property	**Team:**	Property
Division:	Group Strategy & Chief Executive Office	**Reports to:**	Associate General Counsel - Property
Department:	Ngā Ratonga Ture/ General Counsel	**Direct reports:**	None
Unit:		**Indirect reports:**	None

 **Our commitment to te ao Māori**	We honour te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of Māori. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own understanding and capability to contribute to the delivery of the directorate's Māori outcomes and wider organisation's vision to be responsive to the needs and aspirations of Māori as outlined in the Māori Outcomes Performance Measurement Framework – Kia ora Tāmaki Makaurau.

 **Purpose of the job**	Provide quality and strategic legal advice to Auckland Council and CCOs with minimal supervision in your specialist area of practice. Support the management of key client and provider relationships in your area of practice Support a strong team culture and enhanced capability through teaching, coaching and mentoring.

 **Key responsibilities**	• Provide quality client-ready legal advice to the council and CCOs in your specialist area of practice, with minimal supervision. • Involved in relatively complex matters. • Support the management of clients, including receiving, reviewing and prioritising instructions and managing workflows. • Support the management of providers and ensure quality fit for purpose advice, external instructions are managed efficiently and deliver value for money. • Actively contribute to initiatives that support a strong team culture. • Supervise, coach and mentor more junior staff. • Actively develop in your specialist area of practice. • Be aware of, and demonstrate, the principles of Our Charter. This sets out the expectations for conduct at Auckland Council. • Be aware of, and demonstrate, Our Behaviours in ways that support inclusivity and adaptability in every aspect of our work. • At Auckland Council, "health and safety starts with me" (ka timata te hauora me te aria hauata ki a au) and everyone has a duty to keep themselves and others safe. Our Health and Safety Policy Statement and our Health and Safety Management Framework (SMF) explain the specific HSW duties

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	applicable to this role, including Injury Management responsibilities applicable to people leaders.

Outcomes	You actively contribute to the success and positive reputation of Legal Services dept, which: • Delivers effective and efficient legal services to the highest standard. • Manages legal risk effectively and efficiently. • Develops and maintains positive relationships with all key stakeholders and providers. • Manages external legal cost in a way that represents good value for money. • Builds strong and collaborative relationships across the department, where everyone feels comfortable to be themselves at work. • Prides itself in being a supportive and fun place to work. • Is solutions-focussed, with the interests of the Council, CCOs and the communities we serve at the forefront. • Is comfortable pronouncing and using basic te reo Māori in emails, meetings and conversations, and understands, values and practices the use of tikanga at work. • Understands and demonstrates continuous improvement behaviours.
Key skills	• Strong knowledge of law relevant to area of practice and broad knowledge of the local government legal framework. • Sound analytical and decision-making skills and ability to consider legal issues and strategy in the wider Council context. • Successful track record of delivering customer focused solutions that address underlying needs and broader relevant goals and objectives. • Ability to present advice to clients confidently, succinctly and accurately. • Ability to build and maintain strong relationships with clients, department and external providers. • Strong leadership interest and potential. • Ability to operate in a political, changing and uncertain local government environment. • Ability to proactively support the management of external providers (instructions, performance, value). • High level of accuracy and attention to detail. • Excellent written and verbal communication skills. • Ability to work as part of a high performing team. • Ability to prioritise and co-ordinate multiple tasks and deadlines. • Self-motivated an able to work under pressure (with supervision relevant to experience). • Awareness and application of a growth mindset.
Job requirements	• Tertiary qualification in law and a current practicing certificate. • At least 5 - 8 years relevant experience. • Experience in local or central government preferred.

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Disclaimer
The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	**Version date:**
Associate General Counsel - Property	October 2026

	Job function:	**Job family:**	**Job:**
Job framework	Legal & Risk	Solicitor	Principal Solicitor I

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