



## POSITION DESCRIPTION

<b>Role Title:</b>	Junior Solicitor	<b>Reports to:</b>	Solicitor Assisting
<b>Direct Reports:</b>	Nil	<b>Location:</b>	Wellington and Auckland
<b>Financial Delegations:</b>	Nil	<b>Non-Financial Delegations:</b>	Nil
<b>The Royal Commission:</b>	<p>The Royal Commission of Inquiry into Abuse in Care was established in February 2018. Over the next four years, the Inquiry will investigate the abuse and neglect of children, young people and vulnerable adults who were in the care of State and faith-based institutions in New Zealand between 1950 and 1999 and examine ways to stop further abuse.</p> <p>The Royal Commission is committed to the principles of Te Tiriti o Waitangi and the Treaty Engagement team bring a kaupapa, tikanga and te reo Māori focus to the development of the Inquiry work programme.</p> <p>For more information on the Royal Commission please see our <a href="#">website</a>.</p>		
<b>Our vision:</b>	<i>“Transforming the way we, as a nation, care for children, young people and vulnerable adults in our communities”</i>		
<b>Our values:</b>	<p>Our values underpin everything we do:</p> <ul style="list-style-type: none"><li>• Aroha</li><li>• Transparency</li><li>• Fairness and Balance</li><li>• Independence and Determination</li></ul>		

<b>Position Purpose:</b>	The Junior Solicitor will assist in the provision of legal advice to the Royal Commission, as well as assisting with legal analysis and drafting, document management, conducting legal research, assisting with the preparation of public hearings, and otherwise assisting in the provision of support for other members of the Public Hearings and Investigations Team and Counsel Assisting.
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assist in the provision of high-quality legal research and advice, including on public and administrative law issues, to the Solicitor Assisting, Senior Legal Advisor and the Public Hearings and Investigations Team, as well as to Counsel Assisting and Commissioners as requested</li> <li>• Provide, or assist in providing, legal and evidential analysis of information and evidence received during the inquiry</li> <li>• Assist with the management of information and evidence received during the inquiry</li> <li>• Assist in the preparation of public hearings, including by identifying and sourcing material for disclosure and preparing materials for public hearings</li> <li>• Work effectively with the Solicitor Assisting and Senior Legal Adviser to provide other support as required to other members of the Public Hearings and Investigations Team, Counsel Assisting, Commissioners and Secretariat staff</li> <li>• Work collaboratively across all directorates of the Royal Commission</li> <li>• Regular reporting to the Solicitor Assisting and Senior Legal Advisor</li> <li>• Maintain a strict sense of professional ethics, confidentiality and privacy, and abiding by the public service Code of Conduct</li> <li>• All other duties as required.</li> </ul>

<p><b>Competencies and Behaviours:</b></p>	<ul style="list-style-type: none"> <li>• Legal drafting, research and analysis skills - Proven ability to draft legal opinions, documents and memoranda; excellent legal research and analytical skills with high attention to detail</li> <li>• Communication skills – Has excellent written and verbal communication skills</li> <li>• Organisational commitment - Understands, and is committed to the Royal Commission’s goals, works to meet deliverables based on these.</li> <li>• Self-managing - Manages own time, and prioritises tasks effectively, based on the needs of the Royal Commission.</li> <li>• Teamwork - Works with Public Hearings and Investigations Team and wider Commission members to achieve common goals.</li> <li>• Resilience - Copes with stress and challenges, can quickly bounce back from adversity or challenges</li> <li>• Self-Awareness - Has an understanding of own feelings, sense inner signals, and recognises how your feelings affect you and your performance.</li> </ul>
<p><b>Qualifications and Experience</b></p>	<ul style="list-style-type: none"> <li>• Bachelor of Laws (LLB)</li> <li>• Practising certificate or the ability to obtain one quickly</li> <li>• 0 – 3 years PQE. Successful applicants will have previous experience in a legal setting, with the ability to work collaboratively in a highly complex environment.</li> </ul>

<p><b>Health and Safety:</b></p>	<ol style="list-style-type: none"> <li>1. Anybody that has responsibility for a person/s must comply with the requirements of the Commission’s health and safety policies. It is an expectation that this will include: <ul style="list-style-type: none"> <li>• Communicating health and safety expectations with workers and enable participation in training;</li> <li>• Monitoring compliance and ensure the accurate reporting, recording and investigation of workplace incidents;</li> <li>• Supporting the early return to work of employees following injury or illness;</li> <li>• Upholding health and safety standards in the workplace and foster active worker participation in health and safety.</li> </ul> </li> <li>2. Everyone is required to: <ul style="list-style-type: none"> <li>• Take reasonable care for their own health and safety;</li> <li>• Take reasonable care that they do not adversely affect the health and safety of other people;</li> <li>• Co-operate with any reasonable workplace policy or procedure that has been communicated;</li> <li>• Comply, with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations.</li> </ul> </li> </ol>
<p><b>Flexible Working:</b></p>	<p>Here at The Royal Commission your work life balance is important to us. We offer flexible working arrangements on a case by case basis; these will need to be agreed to with your leader.</p>