



Job Description

Job Title:	Poutoko Ture Matua - Senior Solicitor (Bona Vacantia)
Division:	Te Puna Rōia – Legal Services
Reports to:	Manager, Public Law
Location:	Wellington, Auckland
Date:	March 2026

About Us

The Treasury – Te Tai Ōhanga

At the Treasury – Te Tai Ōhanga, we're focused on securing a better future for Aotearoa New Zealand and the people who call it home. As the Government's lead economic and financial advisor, we work to lift living standards now and for generations to come. We want Aotearoa to be prosperous, and for that prosperity to be sustainable and inclusive so all New Zealander's can take part in a healthy and resilient economy and society.

Our talented people bring their diverse experience to some of the country's most complex and interconnected issues, including child wellbeing, climate change, health, housing and sustainable public financing. Every day, they influence, advise, and support Ministers, Crown Chief Executives and Government decision-makers to shape a thriving future for Aotearoa.

Enabling Services Group

Our Vision

Empowering the Treasury's vision through trusted partnerships and seamless, value-driven services. Acting as a strategic partner, Enabling Services delivers an agile, digitally focused and integrated customer experience that enhances decision-making, strengthens resilience and drives public value.

Our Role

Enabling Services brings together the core functions that help the Treasury work smoothly and effectively every day. We ensure the organisation has the systems, people practices, technology, workplaces and governance it needs to operate well, engages effectively with Ministers and stakeholders, and uphold an open and transparent Treasury. We help the organisation plan, prioritise and deliver its strategic objectives through integrated business planning, performance reporting and risk management. Working alongside business groups, we lift capability, strengthen systems and support continuous improvement across the organisation.

Under the Central Agencies Shared Services agreement, some Enabling Services functions provide shared services to other agencies to support more efficient and effective government.

About the Role

The Poutoko Ture Matua - Senior Solicitor (Bona Vacantia) is responsible for managing bona vacantia applications and unclaimed money claims within the Te Puna Rōia – Legal Team. This includes identifying opportunities to simplify and improve Bona Vacantia and unclaimed money processes to improve efficiency – including opportunities for digitisation/automation and legislative change, reviewing the fee structures and internal processes. Supported by the Legal Practice Coordinator, the role will review applications and claims, liaise with applicants and/or their legal representatives, draft appropriate documentation and make recommendations for action based on the legislative framework and our internal desk files.

Role Details

Key accountabilities

Delivery and Performance

Role specific:

- Be responsible for the efficient management of bona vacantia applications and unclaimed money claims, including reviewing applications and claims, liaising with applicants and/or their legal representatives, drafting appropriate documentation, and making recommendations for action, working collaboratively with other legal team members as required.
- Lead the design and establishment of a coherent Bona Vacantia operating model, including clear processes, guidance, controls, and decision pathways that support consistent and legally robust Bona Vacantia handling.
- Provide high quality legal advice on complex Bona Vacantia and any other arising property law issues, ensuring technical risks are identified early and engaging or overseeing specialist external practitioners for high risk or novel matters when required.
- Develop, maintain and manage a practical and transparent Bona Vacantia charging regime with a goal of mitigating Crown cost of delivery, including fee structures, exemptions criteria, and mechanisms for regular review and adjustment.
- Build and manage strong working relationships with key external stakeholders such as major banks, IRD, law firms, LINZ and local authorities to streamline referrals, information exchange, and case resolution.
- Identify opportunities to simplify and improve Bona Vacantia processes to improve efficiency, auditability, and user experience (including through digitisation, and automation as appropriate and available).
- Develop and embed Bona Vacantia risk settings, including advising on appropriate legal risk tolerances and supporting updates to delegations and escalation pathways.
- Contribute to policy and potential legislative improvements by analysing system issues, identifying gaps, and preparing advice on viable options.
- Contribute to a range of other legal work in Te Puna Rōia as capacity permits.

All roles:

- Strive for excellence in all deliverables, ensuring they are completed on time and to a high standard, demonstrating accountability and commitment to quality.
- Proactively identify opportunities to improve processes, systems, and ways of working, and contribute to innovations that enhance efficiency, effectiveness, and overall results.

- Take responsibility for personal growth by building skills and knowledge to meet current and future role requirements.
- Actively build digital capability by embracing new technologies and tools to enhance efficiency and innovation.

Cross-Treasury Collaboration

- Contribute to an inclusive, high-performance culture and model behaviours that reflect the Treasury's values, promote inclusion, and contribute to exceptional service delivery.
- Work effectively with colleagues across Enabling Services and share expertise to build collective capability across teams and the wider organisation.

Trusted Partner and Customer Services

- Develop and maintain effective relationships with internal and external stakeholders, working effectively across different disciplines and all levels of seniority.
- Proactively engage with stakeholders to understand their needs and use insights to improve outcomes and enhance the customer experience.
- Provide timely, transparent advice and services to build trust and credibility.
- Monitor progress, address issues early, and maintain clear, constructive communication to keep stakeholders informed and engaged.
- Use stakeholder insights to improve outcomes and enhance the customer experience.
- Stay informed on emerging trends and best practice in relevant subject areas through proactive professional engagement.

Key relationships

- **Internal:** Manager, Legal Leadership Team, Te Puna Rōia, Senior Leaders (Chief Executive, T2 & T3 Leaders) and Managers, Staff across the organisation.
- **External:** Inland Revenue, Banking representatives, Land Information NZ, Government Officials, Government Legal Network, general public (bona vacantia/enquiries) and external lawyers.

Qualifications, skills and experience

- Significant experience advising on complex property law issues.
- Operate effectively in fast-moving, evolving, and ambiguous environments, including when precise instructions cannot be obtained, tailoring advice to the situation and organisational context.
- Translate complex legal issues into clear, plain language tailored to diverse audiences, ensuring advice is accessible and actionable.
- Highly effective planning and organisational skills, including strong time management and the ability to prioritise in a complex work environment.
- Show an awareness of, and a commitment to, the principles of Te Tiriti o Waitangi
- Law degree and hold, or eligible to hold, a practising certificate.
- 5+ years' experience as a lawyer.

Additional Information

Requirements for the Role

Must have the ability to meet the criteria required to obtain and maintain a New Zealand Government security clearance.

Our Values

- **Making a Difference - Kia Pono** - Our place at the heart of New Zealand's economic and financial tides provides a unique perspective and opportunity to influence, lead and serve. We apply our experience, skills and judgement and, with integrity, create high- quality, sustainable solutions on the big issues for New Zealand.
- **Enhancing Mana - Kia Whakamana** - Our strength lies in the way we respect, empower, and connect with others. We are self-aware, open, and inclusive which ensures everyone can contribute and succeed. We inspire others with our enthusiasm and aspirations.
- **Achieving Together - Kia Hono** - Our success rests on the way we work and achieve results together, both with those inside and outside Te Tai Ōhanga. Curious, bold and resourceful, we build on the foresight, courage, and commitment of those who served before us.

The Role of the Public Service

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. To find out more: (<https://www.publicservice.govt.nz/about-us>).

Changes to Position Descriptions

Positions in the Treasury may change over time as the organisation evolves and priorities change. Responsibilities for this position may change and the manager of this position may initiate such change as necessary.