Te Tari Tohutohu Pāremata
Parliamentary Counsel Office

Kia hirahira te ture mō Aotearoa | Great law for New Zealand

Kaituhituhi Ture | Associate Counsel

Ngā taipitopito mō te tūranga | Position details

Rōpū | Group/Team	Drafting
Ka tuku mahi ki a |Reports to	Drafting Team Manager
Ngā kaihāpai | Direct Reports	Nil
Wāhi Mahi | Location	Wellington
Mana taimahi | Employment Status	Permanent
Te rā |Date	7 September 2023

Ā mātou mahi mō Aotearoa | What we do for New Zealand

Ko Te Tari Tohutohu Pāremata (PCO), ko te tari e hanga ana i ngā ture hukihuki, e tā ana hoki i ngā ture, ā, ko ia te kaitohutohu ā-ture mā te Kāwanatanga.

Ko tā mātou whāinga ā-ture, he kōkiri i ngā whakatureture kounga nui e māmā nei kia kitea, kia whakamahia, kia mārama hoki, ā, mā reira e noho kaitiaki ai mō te whakatureture whānui o Aotearoa.

Ko ā mātou ratonga matua ko ēnei:

- Te tuku atu i te whakatureture me te hāpai i te tukanga whakatau ā-ture whaimōhio mā te kāwanatanga o te wā.
- Te whakarato ki te iwi o Aotearoa i te whai wāhitanga matua e whakaponotia nei ki ngā mahi whakatureture
- Te whakahaere i te pūnaha me te tino aronga kia pai ake te kounga me te whai wāhitanga ki te whakatureture.

He tari tū Motuhake ā-ture te Tari i runga i ngā tikanga o te Legislation Act 2019. Ka noho takohanga te Tari ki te Rōia Matua o te Kāwanatanga, ā, ki te kore tētahi Rōia Matua, ko te Pirimia kē.

The Parliamentary Counsel Office (PCO) is New Zealand's law drafting and publication office, and the Government's legislative advisor.

Our statutory objective is to promote high quality legislation that is easy to find, use, and understand, and to that end, to exercise stewardship of New Zealand's legislation as a whole.

Our core services are:

- Delivering legislation and supporting informed legislative decision-making for the government of the day
- Providing New Zealanders with trusted and central access to legislation
- Leading the system with a focus on improving quality and access to legislation

The PCO is constituted as a separate statutory office by the Legislation Act 2019. The PCO is under the Attorney-General's control or, if there is no Attorney-General, the Prime Minister.

Tā mātou tāera mahi | How we work

Mā te whakamana tāngata me te mahi ngātahi, ka whai putanga tātou | Through valuing people and working together, we can achieve great outcomes.

The PCO whakatauākī | proverb provides a tikanga whakahaere | process for our people; it delivers a message emphasising the importance of teamwork and inclusivity. Our values are interrelated and mutually reinforcing. By aligning our values through the whakatauākī, we represent the essence of our culture and identity.

Te aronga o te tūranga | Position purpose

Associate Counsel are developing legislative drafting skills. They draft legislation under supervision and contribute to the development of high-quality law that is easy to find, use, and understand.

Associate Counsel support the development of others in their cohort and may contribute to projects or programmes of work as part of the Drafting Group's professional leadership programme.

Ngā haepapa matua | Key accountabilities

Drafting and advice	Under supervision, draft, and provide high-quality advice on, Government and other legislation, to achieve intended policy goals and promote PCO objectives for legislation Over time, develop their knowledge, skills, and capabilities, work at a faster pace, and require less intensive support and supervision • as assigned by the Drafting Team Manager, drafts and advises on bills and secondary legislation within expected timeframes

	• advises on drafting, and legal, legislative design, procedural, and other matters, in a responsive, solutions-oriented, and collaborative way • works collaboratively as part of a team on pieces of legislation • attends select committee, advised, and explains changes to Bills • attends Committee of the whole House, advises, and drafts necessary amendments • liaises with Cabinet Office and Office of the Clerk, advising Ministers and Cabinet committees as required • builds understanding and knowledge of legislative and parliamentary processes • strives to ensure drafting is in plain language, legally workable, well-designed, and consistent with PCO standards
Client and stakeholder engagement	Build and maintain constructive stakeholder relationships • establishes and maintains constructive relationships with peers, client departments, and other key stakeholders • understands and respects roles and responsibilities in the legislative process, effectively navigating situations where views differ, and escalating matters when necessary • takes a 'one team' approach, contributing positively and working collaboratively, on both team and other cross-group work
Training and development support	Provide training and development support to other Counsel and contribute to wider initiatives • takes a collegial and supportive approach to developing others within own cohort, including through peer review • contributes to initiatives to increase cross-team knowledge, skills, and capability development
Professional Leadership	Contribute to the Drafting Group's professional leadership programme and the PCO's stewardship outcomes • contributes to the Drafting Group's professional leadership work • contributes to improving the PCO's drafting practice and processes and stewardship outcomes • considers wider implications of particular work for legislative approaches
Processes, systems, and quality assurance	Manage and monitor standards, processes, and systems related to legislative drafting • ensures own work is entered into the PCO's work tracking systems and is up-to-date and quality assurance processes and checks comply with agreed standards • uses drafting-related systems, tools, and technology effectively • works with others to continuously improve systems and processes, implementing enhancements and initiatives

Te Tiriti o Waitangi / The Treaty of Waitangi	**Commitment to supporting the Māori-Crown relationship** • demonstrates an awareness of, and commitment to, supporting the Māori-Crown relationship and the provisions and principles of te Tiriti o Waitangi / the Treaty of Waitangi
Te whakarauora me te ruruku i te ahurea Māori me ngā tikanga | Revitalisation and commitment to Māori language, culture, and customs	**Commitment to grow understanding and practice of te reo Māori, tikanga and kawa** • committed to the revitalisation of te reo Māori as an everyday language of the PCO • tikanga Māori and kawa Māori are valued and opportunities to grow in understanding and practice are embraced
Health, safety, and wellbeing	**Contribute to a positive culture of care for self and others, understand own role in health, safety and wellbeing and is confident in what is required to work safely** • takes reasonable care of their own health, safety, and wellbeing and that of others • learns about and cooperates with health and safety policies, processes, procedures, and guidelines • follows instructions or training provided, including emergency procedures and use of personal protective equipment • identifies and reports hazards, incidents, injuries, unsafe conditions and near misses • ceases work and seeks assistance or advice if unclear about safe methods of work or conditions • actively participates in rehabilitation and return to work programmes
Learning and development	**Commitment to growing knowledge, skills and capabilities and applying these to your role to increase effectiveness** • identifies areas for development and proactively plans and takes action to strengthen capability and performance • continually develops own knowledge and skills and supports others' development • builds and maintains knowledge and expertise of professional discipline/technical area • optimises performance by seeking feedback and opportunities to learn and grow

Ngā tikanga whakahaere | Delegations

Nil

Ngā hononga matua | Key relationships

Internal	• Chief Parliamentary Counsel • Deputy Chief Parliamentary Counsel Drafting • Drafting Team Managers • Parliamentary Counsel • Editorial Services manager and staff • Legislation Analysts • Lead/Counsels' Assistants • Other Access & Digital Services managers and staff • Systems & Stewardship managers and staff • Other Parliamentary Counsel Office staff
External	• Ministers of the Crown • Officials from Government Departments and Government agencies • Select Committees • Office of the Clerk • Cabinet Office • Legislative Design and Advisory Committee

Te mārama, ngā pūkenga, me te matatau | Knowledge, skills, and experience

- skills and experience serving Māori communities is an advantage
- a sound general knowledge of the law
- previous experience as a lawyer in private practice, the public sector, or another legal environment, or in drafting legislation, is an advantage
- knowledge of policy development and implementation processes
- an understanding of legislative processes
- ability to research, analyse and problem-solve
- demonstrates interpersonal skills, working effectively with people from diverse backgrounds, with different working and communication styles, in a variety of situations
- highly skilled in written and verbal communication, plain language, and attention to detail
- demonstrates initiative and the ability to proactively and constructively identify opportunities for improvement
- ability to manage multiple assignments and programmes of work simultaneously, maintaining composure
- ability to work collaboratively with others, internally and externally, and resolve problems effectively and constructively
- seeks and is open to receiving feedback, and is skilled in providing it
- proficient in general office systems and technology, and proficiency in using drafting systems, tools, and technology is an advantage
- committed to building knowledge, skills, and abilities in te reo Māori me ngā tikanga

Ngā tohu mātauranga | Qualifications

- a New Zealand or overseas law degree, and te reo Māori and tikanga Māori
- current New Zealand practising certificate

Ngā whakahounga o ngā tūranga mahi | Updates to job descriptions

Positions in the Parliamentary Counsel Office may change over time as the organisation evolves and priorities shift. Position descriptions may be updated accordingly to reflect those changes.