

# POSITION DESCRIPTION

## SENIOR LEGAL ADVISOR

### ABOUT US | MŌ MĀTOU

Engineering is a big deal for New Zealand. It's behind almost everything we do and plays a vital role in Kiwi life – from our homes and how we travel and communicate, to the water we drink and the food we eat. Engineers are awesome, and we want everyone to know.

We're Engineering New Zealand Te Ao Rangahau – a non-profit membership organisation that's driven to help our engineers be the best so they can engineer better lives for New Zealanders. We represent around 24,000 members from graduates through to experts in their field. As well as supporting and promoting the work of our members, we are leading exciting programmes that are making a difference to Aotearoa.

We are also the Registration Authority for Chartered Professional Engineers, maintaining the register, investigating complaints in accordance with our legislation and regulations. We carry out this role independently of our membership function of which our legal advisers are an important part ensuring we maintain impartiality and adherence to the purpose and functions under the Chartered Professional Engineers of New Zealand Act 2002.

We're the voice of engineering. We aren't afraid to ask the hard questions, seek expert advice, explore possibilities, and partner with all sectors of society to drive this mission home. We give our members a platform to share their views and impact real change. We're also unashamedly proud to shout their engineering genius from the rooftops.

### ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

To deliver high-quality legal and complaints services to the Organisation including managing investigations and ensuring the timely and effective delivery of the complaints and disciplinary process; providing high-quality, timely and responsive in-house legal advice on a range of issues; and providing legal information and education to members and registrants, as appropriate, to improve performance and capability.

### KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

#### Legal Leadership & Advice

- Deliver timely, practical, and strategic legal advice on a wide range of matters, including governance, contracts, regulatory compliance, administrative law, and risk management.
- Advise on legislative changes and their impact on the organisation and the profession.
- Support organisational decision-making by identifying legal risks and recommending proactive solutions.
- Represent Engineering New Zealand in legal proceedings where required.

#### Complaints & Disciplinary

Lead and ensure the complaints and disciplinary process, ensuring fairness, transparency, and adherence to natural justice principles. Key functions include:

- Managing investigations, hearings, and appeals, providing legal advice to committees and stakeholders.
- Acting as Engineering New Zealand's representative in disciplinary hearings and related proceedings, ensuring the organisation's position is clearly and professionally presented.

- Developing and maintain robust systems for complaint handling, trend analysis, and reporting.
- Mentoring and guiding legal advisors and other staff involved in investigations and complaints management.
- Manage and instruct external legal advisers for complex matters as and when required.

### CPEng Registration & Assessment

Provide legal advice to the Registrar, Competence Assessment Board and assessment teams;

Chartered Professional Engineer (CPEng) registration and assessment processes, ensuring compliance with legislative and regulatory frameworks.

Interpretation of statutory requirements, professional standards, and obligations relevant to registration and assessment.

Support assessors and applicants in understanding risk, liability, and ethical considerations throughout the registration process.

Contribute to the development of policies, guidelines, and resources that strengthen the integrity and transparency of CPEng assessments.

Deliver education sessions and guidance materials to enhance stakeholder understanding of legal aspects of registration and assessment.

### Member services

Provide legal advice and guidance to the Sector Programmes and Engineering Practice teams, such as;

Advise on NZCRS reports, ensuring compliance with legislative and regulatory requirements.

Advise on interpretation of professional obligations and standards for engineers

Support profession in understanding risk, liability, and ethical considerations

Assist to develop resources to improve engineers' capability in producing robust, legally sound advice.

### Contracts & Commercial Agreements

Provide expert legal advice on drafting, reviewing, and negotiating contracts for Engineering New Zealand to ensure clarity, enforceability, and alignment with organisational objectives.

Advise on contractual risk management, including liability, indemnity, and termination provisions.

Support teams in understanding contractual obligations and compliance requirements.

Develop templates, guidelines, and resources to improve consistency and efficiency in contract management.

Monitor legislative and regulatory changes impacting contractual arrangements and update organisational practices accordingly.

### Governance & Risk

Contribute to organisational governance by advising on constitutional, statutory, and regulatory obligations.

Support the development and implementation of policies that strengthen compliance and mitigate risk.

Provide legal input into strategic projects and organisational initiatives.

Give advice to Governing Boards as and when required

### Stakeholder Engagement & Education

Build strong relationships across the organisation and with external stakeholders, including regulators, government agencies, and industry partners.

Deliver legal education and resources to members and registrants to enhance understanding of professional obligations.

Prepare reports, case notes, and thought leadership pieces for publication.

### Leadership & Collaboration

Act as a senior member of the legal team, fostering a culture of integrity, service, and collaboration.

Mentor junior legal staff and contribute to team capability development.

Participate in cross-organisational projects and initiatives.

### Other duties

- Work collaboratively with colleagues across Engineering New Zealand.
- Embody the Engineering New Zealand values of integrity, service, mahi tahi, and bravery.
- Ensure you adhere to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensure your own wellness, health and safety within the workplaces, as well as that of colleagues.
- Participate in other tasks, projects and activities as required.

## SKILLS AND EXPERIENCE REQUIRED | NGĀ PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA

- A tertiary qualification with good academic achievement in law.
- 5 years post-qualification experience.
- Able to practice law in New Zealand.
- Knowledge of administrative law and the application of the principles of natural justice.
- Experience providing high-quality legal advice.
- Experience in a similar role or related experience in regulation, investigations or professional disciplinary.

## REQUIREMENTS OF THE ROLE | NGĀ HERENGA

### General skills/experience

- Demonstrated ability to deliver objectives independently, with minimal supervision or direction. Ability to identify, analyse and navigate most legal issues through drawing on skills and professional knowledge and expertise.
- Proven ability to work autonomously while maintaining accountability and high standards.
- Able to guide, mentor and clearly explain legal concepts and processes to junior staff and stakeholders.
- Excellent verbal and written communication skills, with the ability to tailor messages to different audiences.
- Strong legal research and analytical skills.
- Ability to weigh evidence and provide practical and reasoned solutions to problems.
- Good judgment in handling complex issues with discretion and professionalism.
- Superior interpersonal skills, including empathy and an ability to influence at all levels.
- Ability to interact effectively with a range of people, including at a senior level.
- Flexible, resilient, and willing to pitch in with other team tasks.
- Accuracy and attention to detail.
- A familiarity with the Microsoft suite of publications including: Word, Excel, PowerPoint and Outlook; and the ability to pick up new computer programs as required.
- An ability to cope under pressure and manage own time in the face of competing priorities.
- Project management experience is desirable, including successful experience managing/coordinating multiple processes and projects.
- An understanding of member-based organisations.

### Personality/attitude

- Fosters respect among peers, team members and external audiences.

- Resilient and able to work under pressure.
- Patient and systematic.
- Self-starter.
- Team player and natural collaborator.
- Flexible and willing to pitch in with other team tasks.
- Positive can-do attitude.