

Senior Legal Advisor - Corporate

Team:	Legal and Corporate
Reports to:	Principal Legal Advisor
Direct reports:	None
Indirect reports:	None
Delegations:	None
NZSIS Clearance:	Confidential, if required
Location:	Auckland/Wellington
Travel:	Occasional. Auckland or Wellington

Being a Public Servant

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Position purpose of the Senior Legal Advisor - Corporate

Support the functions of the Legal Services team, primarily:

- Provision of legal advice to support the SFO's Corporate Services and Finance team, on matters such as contracts, organisational policies and special projects.
- Assistance with legal risk management and procurement.
- Manage responses to information requests under the Official Information Act and Privacy Act.

What we do matters – Our purpose

The Serious Fraud Office (SFO) is a highly specialised government department whose purpose is to protect New Zealand's financial and economic wellbeing. We do this through our mission of disrupting and deterring serious or complex fraud through prevention, investigation, and prosecution.

How we do things – Our Values

Integrity First | Ngākau tapatahi

Sharp on Purpose | Kōpere

Stronger Together | He waka eke noa

We do what's right, with independence, fairness and courage

We act with clarity and intent, focusing our energy on what matters most

We back each other, share ideas and work as one team

What you will do to contribute	As a result, we will see
Technical expertise <ul style="list-style-type: none">• Provide high-quality, pragmatic legal advice across a broad range of corporate, commercial, governance, procurement, public law, privacy, and statutory compliance matters.• Support the legal functions associated with working within the machinery of Government as it relates to commissioning, procurement, financial delegations and contracting.• Drafting and reviewing contracts and associated procurement documentation (if necessary).• Supporting the drafting and review of organisational policies.• Support the Deputy Chief Executive – Legal and Corporate/ Chief Legal Advisor's oversight of the SFO's legal and corporate functions.• Support commercial projects and initiatives.• Ensure the Legal Services team provides effective legal support to the Corporate Services and Finance team as it relates to corporate and commercial matters.• Provide guidance to the Legal Services team in their role to ensure SFO related policies and practices adhere to current legal requirements.	<ul style="list-style-type: none">• Delivery of high-quality legal advice which adds demonstrable value to the corporate functions of the SFO.• Delivery of timely and pragmatic commercial legal services that enable the delivery of business objectives.• Identification of opportunities for continuous improvement in own and organisational processes.• The SFO keeps up to date with relevant legal developments in commercial, procurement and contract areas.
Leadership <ul style="list-style-type: none">• Contributes to the leadership of the Legal Services team, including mentoring and supporting the development of the team.• Provide leadership and role modelling in the SFO's commitment to the organisational values, strategic priorities, and a positive organisational culture.• Communicate with influence at all levels, internally and externally.• Demonstrate teamwork and contribute to shared team goals.	<ul style="list-style-type: none">• Maintained confidence in the function of the Legal Services team.• Supports junior team members to achieve their goals.• Effective functioning relationships with relevant stakeholders.• The SFO is recognised as a leader in the legal field.

What you will do to contribute	As a result, we will see
Privacy, OIA and related matters <ul style="list-style-type: none"> Manage and support responses to Official Information Act requests, privacy requests, complaints, and investigations, ensuring statutory obligations and timeframes are met. Support the development and maintenance of policies, procedures, and guidance relating to privacy, official information, information governance, and records management. 	<ul style="list-style-type: none"> The SFO complies with its legislative requirements. Organisational legal risk is effectively managed.
Risk Management and Compliance <ul style="list-style-type: none"> Proactively identify, mitigate and evaluate commercial legal and organisational risk. Contribute to organisational and Legal Services team reporting as directed or requested by your manager and stakeholders. 	<ul style="list-style-type: none"> Organisational risk is minimised, mitigated, or managed appropriately. Reporting aligns with legal and regulatory requirements. Reporting meets the needs of stakeholders.
Relationship Management and Stakeholders <ul style="list-style-type: none"> Develop and maintain effective external relationships. Develop and maintain effective working relationships within the SFO. 	<ul style="list-style-type: none"> Effective relationships that benefit the SFO and/or the wider system. Effective relationships within the SFO.

Who you will work with to get the job done	
Internal	ELT / SLT
	Legal Services Team
	Corporate Services and Finance Team
	Wider SFO Team
External	Other agency partners and stakeholders
	Members of the public

Your competency profile	What you will bring specifically
Keys to success: <ul style="list-style-type: none"> Developing Others Continuous Learning Cultivates innovation 	Experience/skills: <ul style="list-style-type: none"> At least five years' post qualification experience Effective skills and extensive experience in commercial law and the machinery of Government as it relates to procurement and contracting. Experience drafting and reviewing contract and associated procurement documentation. Knowledge of the Official Information Act and the Privacy Act. Knowledge of the Government Procurement Rules.

Your competency profile	What you will bring specifically
	<ul style="list-style-type: none">• Effective communication skills.• Effective negotiating skills.• A growth mindset. Other requirements: <ul style="list-style-type: none">• A legal qualification.• A Practicing Certificate.