



**finding leaders who inspire teams
and drive growth**



Candidate Brief Otakaro - Legal Advisor

28 October 2020

The information contained in the Candidate Brief is to assist candidates in their evaluation of the suitability of the advertised role. Decipher Group Limited accepts no liability for information provided, on behalf of the client, in good faith.

decipher the people you need to succeed

About the company

Ōtākaro Limited was created in 2016 following the disestablishment of CERA, the Canterbury Earthquake Recovery Authority. Originally Ōtākaro was a finite-life Crown company created to meet the Government's post-quake commitments to central Christchurch which included the construction of the Crown-led anchor projects: the Convention Centre, Metro Sports Facility, the Avon Precinct programme, the East Frame residential area and several roading projects.

Rather than wind down Ōtākaro upon the completion of these projects, the Government sees value in having a Crown entity that can manage or have oversight of publicly funded or supported projects and has recently removed its end-date. Already the Government has given Ōtākaro oversight of the Canterbury Shovel Ready projects that have been designed to stimulate the COVID-hit economy.

An innovative and achievement-oriented organisation, Ōtākaro has delivered exceptional results against objectives and has made a real mark on the regeneration and betterment of Christchurch. As an employer, Ōtākaro is highly supportive, providing wellbeing initiatives and professional development opportunities to ensure that its people are well looked after both professionally and personally.

The current Corporate and Commercial Legal Advisor is about to take a period of parental leave and we need a self-starting, fast learner to join the team in her absence. Interested to join this supportive, innovative and valuable organisation?

About the opportunity

Reporting to the General Manager Legal and Risk, the Commercial and Corporate Legal Advisor provides commercial and corporate legal input in identifying, assessing and mitigating legal risk across the organisation and ensures that appropriate and timely legal advice is provided to Ōtākaro leaders to support and progress their commercial objectives. In doing this, the Legal Advisor will:

- draft, review and advise on a wide range of commercial contracts,
- assist with contract negotiation,
- provide input into management of dispute resolution and litigation issues,
- support the General Manager Legal and Risk in procuring external legal advice as necessary,

This is a diverse and hands-on legal role that requires a quick learner and is a supportive team member. Flexible hours are welcome. Sound like you?

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About you

To be successful as the Commercial and Corporate Legal Advisor, you will be a solicitor qualified to practice in New Zealand and have proven experience in advising on commercial, construction and corporate law matters. You will come armed with experience in the drafting and administering of contracts and ideally knowledge of procurement law. A collaborative team member with exceptional communication skills, you will enjoy supporting your colleagues to achieve their objectives. You will be a natural problem solver and will combine your legal expertise with pragmatism and commercial nous to provide advice and workable solutions.

In return, you will have the opportunity to drive your career forward within this highly supportive employer while you contribute to the enhancement of our city. Ready?

How to apply

To discover more about Ōtakaro Limited, visit www.otakaroltd.co.nz

For a confidential discussion about the role; contact Katy Erikson on 027 2782860 or email katy@deciphergroup.co.nz.

Applications close: Friday Monday 9th November 2020



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Commercial and Corporate Legal Advisor

Reports to: General Counsel

Direct Reports: Nil

Location: Christchurch

Position Overview

The Commercial and Corporate Legal Advisor is responsible for the provision of commercial and corporate legal input to identify, assess and mitigate legal risk across the Company. The Commercial and Corporate Legal Advisor will work closely with the General Counsel, and others across Ōtākaro to ensure that appropriate and timely legal advice is provided to support the business.

Your Skills, Experience and Qualifications

- Qualified solicitor with a current practising certificate
- Membership of a legal or other professional team at an appropriate level
- Demonstrable experience in advising on commercial and corporate law matters at an appropriate level
- Experience in providing legal advice at an appropriate level within a Crown owned commercial entity
- Strong analytical and communication skills
- Knowledge of procurement and the drafting and administering of contracts
- Sound knowledge of other areas of law relevant to the Ōtākaro's activities such as insurance and property transactions
- Experience in interpreting legislation
- The ability to identify and articulate legal risks and provide, prompt, pragmatic and realistic solutions
- Proven record of working in teams in a complex and demanding environment
- Experience in analysing and evaluating information from a range of information sources in order to make decisions and/or recommendations affecting, people, policy and procedures
- Ability to build and maintain effective networks and relationships
- Experience in performing a range of tasks under competing demands, meeting the agreed end result within quality parameters and time frames
- The ability to work well with people from a range of professional disciplines
- A high level of initiative and self-management
- Committed to, and a practitioner of continuous improvement, always looking at what and how services are delivered to see if results are achieved in the most efficient and effective way.

Key Relationships

- General Counsel
- Executive Leadership Team
- Other staff in the General Counsel Group
- General Manager, Development
- Development Directors and Project Directors
- External consultants
- Contracted service providers
- All other staff of Ōtākaro.

Health and Safety Commitment

Ōtākaro is committed to achieving the highest level of health and safety for its employees. All employees are expected to identify and report on, take responsibility for and resolve issues that may cause harm to themselves or others in the organisation. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents, incidents or potential hazards to your manager.

ACCOUNTABILITIES

Commercial and Corporate Legal Advice	<ul style="list-style-type: none">• Provide legal input to identify, assess and mitigate legal risk across Ōtākaro and ensure managers and staff have the required legal support to progress and deliver outcomes according to the commercial objectives of Ōtākaro• Provide legal services by drafting, reviewing and providing advice on, and assisting with negotiation in relation to, a wide range of commercial contracts (including pre-contractual agreements, supply agreements, engineering and construction agreements, financial contracts, services and consultancy agreements, confidentiality agreements, and property agreements)• Consider legal obligations across the company, in frequently diverse situations and in different areas of the business• Identify who needs to be made aware of legal obligations and the appropriate response options• Demonstrate an awareness of the broader strategic/legal issues that affect areas of responsibility and is innovative and exhibits lateral thinking in resolving issues and problems• Work independently to design a comprehensive approach to a piece of work• Provide legal input into the management of dispute resolution and litigation issues as required.• Assist the legal team to ensure the company fulfils its statutory obligations in terms of conducting and reporting of its business affairs as required, including assisting with and participating as required in internal and external audit processes if applicable• In conjunction with the General Counsel, manage the provision of external legal advice through clear agreed interaction with the business and regularly evaluate the provision of that work• Continually enhance the legal teams' involvement as an integrated part of the business• Participate in relevant projects to perform required role as appropriate, be prepared to coordinate, contribute as subject matter expert and manage and lead as directed• Understand and learn project management and reporting disciplines and bring a proactive approach to ensuring projects deliver excellent outcomes on time from a legal perspective.
Ōtākaro Culture	<ul style="list-style-type: none">• Conducts all dealings, portraying the team and Ōtākaro as whole in a manner of professionalism and competence in order to ensure feelings of public confidence in Ōtākaro• Assisting in shaping the culture of the Ōtākaro in accordance with the vision and values while role modelling Ōtākaro's values and behaviours.
Other Duties	<ul style="list-style-type: none">• Carries out any additional duties and responsibilities as may be reasonably required to meet the demands of efficient company functioning.



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