Senior Legal Advisor: Employee Relations

Position Details

Reports to: Principal Legal Advisor: Employee Relations

Location: PNHQ

District/Service Centre:

Shift work/non shift work: Non Shift

Group: Employee Relations

Remuneration range: Grade 21

PHPF Level Purpose: Team Leader/Manager

Employee Type: Police employee

Direct reports: Nil

Delegated Financial Authority: Nil

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

The Employment Relations Team within the People and Capability Group in New Zealand Police provides legal and expert advisory and support services to enable Our People to deliver Our Business.

Purpose

The purpose of the People & Capability is to enable our people to deliver Our Business.

To support the delivery of these outcomes the Senior Legal Advisor will provide advice, advocacy and support on grievances, disputes, change management, health and safety and general employment law (including information law and Human Rights).

The purpose of leadership in this role is to lead the tactics of Our Business and enable our people to deliver them

Accountabilities

1. Look after our people

- Understand the hazards faced by the team and enable them to eliminate or minimise the associated risk.
- Ensure all team accidents, incidents and near misses re reported, investigated and endorsed in MyPolice.
- Proactively manage employee return to work programmes where required.
- Actively encourage and enable Wellness and Safety initiatives and training.

2. Service Delivery

- Personal Grievances and Disputes
  - Manages personal grievance cases including representing Police at mediation and the Employment Relations Authority and, where required, manages external counsel relationships.

- Provide briefings, advice and support to Police Managers and HR professionals on preventing and managing disputes and personal grievances.
- Provides expert and sound legal advice on dispute resolution.
- Provides risk assessment to Police Managers and HR professionals during the dispute resolution processes.
- Manages and takes ownership of potential high-risk employment relationship problems or issues.
- Develops case management strategies in conjunction with the Principal Legal Advisor, Employee Relations.
- Provides timely legal advice and support to Police Managers and HR professionals when managing disputes and personal grievances.

- Employment Law
  - Provides expert legal advice and legal opinions on interpretation of Police Collective Employment Agreements and policy, change management processes, health and safety and general employment legislation.
  - Supports employment investigations as assigned.
  - Provides timely legal advice and support to Police Managers and HR professionals when managing employment relations issues.
  - Proactively recognises potential employment law risks or issues with a likely organisation-wide impact.
  - Develops and delivers training on employment law issues, as required in order to up skill Police Managers and HR professionals.
  - Analyses legal issues, themes and any emerging trends.

3. Customer Service

- Handles confidential and sensitive information in an appropriate manner, consistent with good practice, Police policy and legislation.
- Maintains a current knowledge of employment law and employment relations practices and ensures that knowledge is up to date
- Adjusts workloads and approach to reflect priorities
- Communicates in a timely and appropriate fashion
- Reacts appropriately to operational information and make decisions in the absence of direct supervision.

4. General Management

- Manages cases and projects assigned by Principal Legal Advisor, Employee Relations
- Identifies and manages dispute resolution and employment relations related projects
- Identifies and agrees project objectives, deliverables, constraints and principal activities
- Manages project timeframes, costs, resources, quality and risks to achieve project deliverables
- Acts as a source of specialist information and advice in relation to employment relationships and employment relationship problems
- Contributes to meeting Police obligations under the Treaty of Waitangi
- Ensures employment legal services are delivered promptly, impartially and safely
- Contributes to the planning and co-ordination of the work of the wider Employee Relations team

5. Team leadership and management

- Co-operates and works effectively with colleagues and other staff in order to achieve team goals and standards.
- Facilitates the timely flow of current and accurate information between both district and national staff
- Coaches and develops others in area of expertise
- Takes a constructive approach to team efforts and supports other team members
- Demonstrates flexibility in responding to work requirements including availability to work non-standard hours when required
- Regularly briefs other team members on matters of interest to the team
- Displays behaviour which contributes to a constructive culture including behavioural alignment to the Police's integrity, ethics and values. This includes:
    - Those covered in the Code of Conduct
    - Supporting and recognising equal opportunities
    - Supporting and recognising New Zealand Police's obligations under the Treaty of Waitangi, including Maori Responsiveness.

6. Relationship management

- Ensures that all advice and support provided is of a very high quality
- Develops key relationships with the Police Executive, National Managers and Area Commanders to effectively support decision making
- Develops key relationships with Legal Services, Police Professional Conduct, Employment Relations Advisors, HR Managers and Advisors to encourage robust decision making and provide appropriate legal advice
- Ensures clear boundaries are established between providing legal advice and taking responsibility for decision making
- Establishes and maintains appropriate external working relationships with other roles impacting on their position including:
    - Service Organisation delegates, field officers and organisers
    - Staff and members of the Employment Relations Service including the Mediation Service and Employment Relations Authority
- Develops networks outside the Police to facilitate the effective resolution of employment relationship problems and achieve best results for Police as a whole
- The successful applicant can expect to build and maintain relationships across the Public Service, Specific Agencies, external vendors. Critical relationships this role may influence include:

- New Zealand Police Executive
- District Commanders
- National Managers
- Royal New Zealand Police College
- State Services Commission
- Leadership Development Centre

Additional Requirements

Pre-Employment Checks

- A standard vetting check is required

Qualifications

- A relevant tertiary qualification is desirable