

Position Description

POSITION DETAILS

Position Title	General Manager
Agency	Law Commission
Location	Wellington
Date	July 2018

ABOUT THE LAW COMMISSION

The Law Commission is an Independent Crown Entity operating under the Law Commission Act 1985, reporting to the Minister of Justice. The Commission's statutory purpose is to "promote the systematic review, reform and development of the law of New Zealand". Its funding is through an appropriation within Vote Justice of \$3.993 million in 2018-2019. The Commission receives its programme for reform and development work as references under s 7 of the Act or as statutory reviews from Parliament. In response, the Commission produces issues papers and reports or other papers (including ministerial briefings). The Minister tables the reports in Parliament. The Government decides whether to implement the Commission's recommendations.

The Commission has a commitment to high quality evidence-based analysis, consultative review processes, and clear and understandable reports or other advice which contain independent and practicable recommendations.

The law is part of the everyday lives of all New Zealanders and the Commission must take into account te ao Māori (the Māori dimension) and the multicultural character of New Zealand society.

The Commission currently consists of four Commissioners, a General Manager, five administrative and corporate staff, three law clerks and fourteen legal and policy advisers (fulltime or part-time).

POSITION PURPOSE

Reporting to the President and the Board and at their direction, the General Manager undertakes the operational management of the Commission, including overseeing finances and administration.

The General Manager also assists the President and the Board in the development and delivery of operational and strategic plans and in the maintenance of key relationships with its justice sector partners and other public sector organisations.

This role therefore has a strong strategic component but it also requires the undertaking of tasks that might be delegated to others in a larger organisation.

REPORTS TO

President of the Commission (as Chairman of the Board and Chief Executive of the Commission) and the Board.

ROLE DIMENSION

- All Law Commission staff report to this role
 - Legal and policy advisers are assigned to a law reform project led by a Commissioner who has day to day oversight of the adviser's project deliverables. The General Manager works collaboratively with the Lead Commissioner on staff matters.
- Financial management of \$3.993 million within delegated authority from the Board

KEY EXTERNAL RELATIONS

- Government agencies and other Crown entities: in particular the Sector Group of the Ministry of Justice; Treasury; Audit New Zealand; Office of the Auditor General; State Services Commission
- Ministers and Ministers' Offices

KEY INTERNAL RELATIONS

- President of the Commission
- Law Commissioners
- Legal and policy advisers
- Administrative and corporate staff

KEY RESPONSIBILITIES

The Law Commission needs to continue to evolve and adapt to deliver high quality law reform work. With this in mind, the key priorities and responsibilities of the General Manager, Law Commission are:

KEY RESPONSIBILITY	INDICATORS OF SUCCESS
Collective responsibility for the work programme	<ul style="list-style-type: none"> • Actively consider the Law Commission Act 1985, the Crown Entities Act 2004 and the Public Finance Act 1989 in relation to the Commission's reporting responsibilities and the delivery of its work programme • Provide advice to the Board on policies and procedures that will facilitate the high-quality performance of the Commission's responsibilities and reporting requirements • Contribute to the achievement of the Commission's long term and short-term goals and objectives
Personal leadership	<ul style="list-style-type: none"> • Model exemplary behaviours, ethics and values • Contribute to an open and collaborative environment that encourages quality, innovation, ongoing learning and knowledge sharing
General Management	<ul style="list-style-type: none"> • Oversee overall operational management in accordance with any relevant Commission policies determined by the Board • Regularly monitor and report progress towards achievement of plans and strategies to the Board • Manage expenditure and resources cost-effectively, in line with approved guidelines, budget deadlines and reporting requirements • Provide guidance and advice on performance management, ensuring relevant legislation and best practice is followed • Monitor the performance of legal and policy advisers in conjunction with Commissioners, by setting performance expectations and providing constructive feedback, identifying areas for capability development • Supervise and monitor the performance of other staff by setting performance expectations and providing constructive feedback, identifying areas for capability development • Ensure all people related policies and practices comply with legislative requirements and best practice
Management of Operational Matters	<ul style="list-style-type: none"> • Ensure provisions of the Law Commission Act, Crown Entities Act and Public Finance Act are met • Maintain appropriate resourcing to deliver the Commission's work programme and ensure Commission projects are progressed in line with budgetary constraints • Hold drafting responsibility for statutory reporting requirements and requests, including the Commission's Statement of Intent (SOI) and Statement of Performance Expectations (SPE), the Commission's Annual Report and annual accounts • Direct and coordinate all associated services that support the Commission's activities • Complete any other duties or reporting as requested by the President or the Commission's Board in an efficient and timely manner

KEY RESPONSIBILITY	INDICATORS OF SUCCESS
Financial Management	<ul style="list-style-type: none"> • Ensure accurate and appropriate management of the Commission’s funding • Monitor and maintain all budgetary processes and financial management systems • Effectively manage the relationship with the external provider for financial and payroll services • Ensure the Commission is compliant with all financial management regulations (including Treasury and IRD requirements)
Relationship Management	<ul style="list-style-type: none"> • Assist the President and the Board in managing external working relationships • Build effective working relationships with relevant justice sector partners and other relevant public sector organisations
Continuous Improvement	<ul style="list-style-type: none"> • Demonstrate dedication and a desire to improve the overall performance and culture of the Commission • Identify areas for improvement
Health and safety at work	<ul style="list-style-type: none"> • Provide leadership in health and safety issues • Understand and meet health and safety responsibilities, including hazard management • Communicate and consult with employees on health and safety issues • Investigate and report work related accidents, illnesses and incidents in accordance with legal requirements and the Commission’s policies

PERSON SPECIFICATION

To be successful you will bring the following skills and experience to the role:

- A relevant tertiary qualification and well-developed oral and written communication skills
- Ability to read and interpret complex documents, including legislation, financial, numerical and business information
- Experience and achievement in a general management or senior management role
- Experience in financial management and reporting at an intermediate or senior level
- Experience in reporting to boards
- Knowledge of the machinery of government and public sector systems and processes, including accountability requirements and the use of performance information to inform decision-making