

POSITION DESCRIPTION

Position	Legal Counsel
Report to	COO / General Counsel
Direct Reports	Nil
Business Unit	Shared Services
Location	Christchurch

POSITION SCOPE AND PURPOSE

To ensure that Calder Stewart can continue to be a leader in smarter building solutions and achieve its strategic and commercial objectives, the Legal Counsel will be directly involved in complex business transactions, providing leadership in the direction and execution of contractual relationships.

Reporting to the COO/General Counsel and working integrally with our various business leaders, the Legal Counsel will provide legal input into contractual negotiations, implementation, and management to ensure the efficient and effective running of all contractual obligations, including assisting the business to manage commercial disputes. In doing so, assisting the COO/General Counsel identify, assess, and mitigate legal risk for the Group.

Given the importance of effective management of legal risk in relation to construction contracts, this is a critical role in Calder Stewart's operations. It is expected that the Legal Counsel maintain a high level of professionalism and integrity at all times; ensuring the values of the Calder Stewart Group are upheld.

KEY RESPONSIBILITY AREAS

The Legal Counsel shall act within the following Key Result Areas. Assessment of performance within these areas will be at the COO/General Counsel's discretion throughout the year culminating in a performance review at 'year-end' being 31 March on any given year. Feedback on performance throughout the year can either be at the Legal Counsel's request or as offered by the COO/General Counsel.

Construction Law

- Establish and maintain effective commercial construction contracts and contracting frameworks in order to appropriately protect Calder Stewart's interests and realise business growth.
- Provide a high-quality responsive service, organisation wide, effectively managing legal risks and covering all construction legal and contractual requirements relating to all aspects of the Group.
- Identify and manage legal risks in contracts, operations, and claims.
- Play a key role in negotiating major commercial construction and subcontractor contracts entered into by Calder Stewart

Risk Management & Compliance

- Assist COO/General Counsel manage all matters relating to insurance and insurance programmes and provide advice accordingly on all insurance related matters.
- Monitor and review Calder Stewart's legal compliance programmes and ensure potential and actual legal liabilities, contractual requirements and compliance issues are actively addressed.
- Manage and resolve major disputes with minimum impact to the Group either through mediation or litigation.

Legal Advice

- Provide best practice legal advice to Calder Stewart on matters of statute law, case law, contract interpretation and all other related business matters to ensure maximum protection of legal rights and management of risk, including by providing hands-on, practical legal and business advice.
- Draft, review, and negotiate, commercial and legal contracts and documents.
- Build understanding of legal issues, risks and obligations through advice, communications, and training, especially for client-facing staff.
- Advise on legal and regulatory issues confronting Calder Stewart, including legal proceedings where applicable, assisting to develop strategies for resolution, minimisation of exposure and risk and maximisation of recovery and preservation of ongoing business and stakeholder relationships.

Industry, Legislative & Regulatory Affairs

- Assist the COO/General Counsel on matters of industry, legislative and regulatory changes/reform.
- Research all legislation affecting the organisation and ensure that relevant units are informed of new or proposed legislation and policy.

Relationship Management

- Maintain and manage relationships with external legal advisers that support efficient and effective provision of legal services to the Group and its business units including managing matters briefed to external lawyers.
- Develop and manage relationships with regulatory and industry bodies and officials.
- Build collaborative and productive working relationships across the Group and with key external stakeholders and represent Calder Stewart at external forums.
- Promote Calder Stewart's values and model behaviours that demonstrate commitment to the organisation's leadership principles.
- Develop and maintain effective, trust-filled relationships across the Group.
- Keep professional knowledge current and participate in wider professional groupings to maintain high performance and productive networks.

Statutory Compliance

- Safeguard Calder Stewart from legal/reputation risk by complying with all relevant statutory, regulatory, contractual, and legal requirements and standards.
- Comply with all of Calder Stewart’s requirements and policies including the enforcement of internal controls and delegated authority rules.
- Know and monitor compliance and advise the COO/General Counsel on any risk and ensure agreed mitigation plans are in place and actioned.
- Develop, manage, and present training and compliance programmes to promote understanding of the Group’s legal rights and obligations and a culture of compliance.

Health & Safety

- Proactively demonstrate an authentic commitment to health and safety leadership that sees safety as a core value for the Group as a safe place for staff, contractors, and visitors.
- Through behaviours, contribute to a culture where the health, safety and wellbeing of all staff members, contractors and visitors is held as a priority.
- Contribute to the realisation of a vision that sees an absolute commitment by the Group to a “zero harm” organisation.

KEY RELATIONSHIPS

Internal

- COO / General Counsel
- CEO
- Senior Management team
- Regional Construction Managers
- Other Business Unit Managers
- Risk Advisor
- All Calder Stewart employees

External

- External legal service providers
- Government officials and agencies
- Bankers
- Insurance providers and financiers
- Other key suppliers and consultants
- New Zealand Society of Construction Law
- Other industry bodies

PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

Education and Qualification

- You will hold a New Zealand legal practicing certificate with 4+ years PQE in a legal advisory role. An understanding of construction law and relevant New Zealand standards related to construction contract documents is not essential.

Capabilities and Experience

- Ability to develop and manage strong working relationships with customers, stakeholders, and suppliers to achieve results.

- An exceptional communicator with exceptional relationship building capability (confidentially able to develop professional relationships, coaching colleagues and influencing outcomes towards achievement of business goals).
- Natural problem-solving abilities and are able to combine your legal expertise with pragmatism and commercial nous to provide advice and workable solutions.
- Demonstrated commitment to working collaboratively, and in a customer centric manner, with a range of people within and outside the organisation.
- Ability to manage competing priorities and deal credibly with a wide range of legal matters.
- Resilient self-starter with a 'can do' attitude and a passion to excel.
- Strong organisational skills. Follows through and generates confidence through effective actions that deliver required results.
- Well-developed analytical and problem-solving skills.
- Strong time management skills and ability to manage pressure, tight deadlines, and set priorities appropriately.
- Superior verbal and written communication skills that convey a concise but comprehensive picture.
- Well-developed influencing, relationship-building, negotiating and networking skills.
- Able to deal with conflict or disagreement in a firm but friendly manner.
- Establishes and maintains credibility at all levels with an approach appropriate to individual circumstances.
- Team player with awareness of when to be directly involved and when to stand back and delegate.
- The ability to communicate vision and purpose and to be an effective leader, who can work X- functionally and lead projects, people and performance.
- Acquires a growth mindset by being continuously committed to learning and development and growing your people through feedback and coaching.
- Models Calder Stewart's values and behaviours to promote collaboration, confidence, commitment and excellence.

Our purpose and vision

Driven by a common purpose

Our purpose

To Build a Strong Future – for our people, our customers and the communities we live and work in.



Our vision

To be New Zealand's property and build partner of choice.

Our values

Built on collaboration

We have generations of proven experience on our team and we're driven by a common set of values in 'Find a Way', 'Play Fair', 'Be Loyal' and 'Own It'.

FIND A WAY.

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future.

PLAY FAIR.

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate.

BE LOYAL.

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers.

OWN IT.

We take ownership of our wellbeing, our work and the work of our team.