
Position Description

Real Estate Authority

POSITION TITLE	Intermediate Solicitor
GROUP	Legal
REA JOB LEVEL	15
LOCATION	Wellington
REPORTS TO	Legal Services Manager
LAST REVIEW DATE	May 2022

About REA

The Real Estate Authority (REA) is the independent government agency that regulates the New Zealand Real Estate Industry. Our job is to promote a high standard of service and professionalism in the real estate industry and help protect buyers and sellers of property. We oversee the regulatory framework for real estate professionals, provide information for buyers and sellers, provide guidance for real estate licensees and deal with complaints about licensees' behaviour.

We are a Crown entity, established under the Real Estate Agents Act 2008.

Our purpose is to:

- License people and companies working in the real estate industry and maintain a Code of Professional Conduct and Client Care setting out the professional standards they must follow.
- Deal with complaints about the conduct of real estate agents.
- Provide information for consumers about the real estate transaction process.
- Maintain a public register of real estate agents which includes information about any upheld complaints.

Role Purpose

The Intermediate Solicitor supports the General Counsel and Legal Services Manager to meet the legal needs of the Board, Chief Executive and staff of the REA and of independent Complaint Assessment Committees. They will be responsible for the provision of legal advice and opinions and managing litigation with limited supervision in relation to the licensing and disciplinary processes contained in the Real Estate Agents Act 2008 (the Act) and its associated Regulations and Codes, and REA's regulatory functions.

Delegations

None

Relationships

Internal (within REA)

- Chief Executive
- General Counsel
- Senior Leadership Team
- Legal Services Manager
- Legal Team
- Other key staff as required

External (outside REA)

- Consumers and Licensees
- Complaints Assessment Committee members
- External legal providers
- Boards members
- Other stakeholders

Key accountabilities

The following key accountabilities of this role support the delivery of REA's strategic priorities and include:

- Providing legal advice to REA staff, Chief Executive, Board and Complaints Assessment Committees on all matters relating to REA's functions and responsibilities.
- Developing subject matter expertise in relation to the Real Estate Agents Act 2008 and any relevant legislation, regulations and codes.
- Provision of, timely and accurate legal advice to support staff responsible for managing the licensing, disciplinary and other activities of the REA, in consultation with the Legal Services Manager and/or General Counsel.
- Providing legal services to enable REA to meet its litigation needs including liaising with external legal providers, managing litigation files under supervision and providing administrative support where required for the effective management of external legal resources.
- Undertaking legal research and working on projects related to REA's regulatory activities and strategic priorities, with some supervision.
- Ensuring that the policies and practices underpinning the REA's activities meet the highest possible standards, and are rigorous, fair, and able to stand up to in depth professional and judicial scrutiny.
- Advising on and assisting minimisation of legal risk and exposure to the REA.

Qualifications, skills, knowledge and experience

- As well as legal qualifications and experience we are looking for a person who is well organised, has a high degree of initiative and excellent interpersonal, analytical and communication skills and a real team player. Attention to detail and timeliness is key.
- You must have the following qualifications, skills and experience:
 - LLB and current practising certificate
 - 3 years' post admission work experience or equivalent
 - Experience in managing litigation and/or appearing before Tribunals or Court
 - A strong understanding of regulatory regimes and the machinery of government, such as legislative change and developing legal policy
 - Knowledge of principles of property and public law and litigation process
- Knowledge of the Real Estate Agents Act and its related regulations and codes (or an ability to gain such knowledge quickly) is preferred
- Experience in providing practical legal advice is preferred.
- Experience working with and or perspectives from NZ's diverse communities

Key competencies

- Ability to work with limited supervision, to make decisions and work on own initiative
- Effective communication skills in order to deal tactfully and sensitively with people at all levels
- Champions REA values
- Excellent listening skills
- Attention to detail
- Strong organisation and interpersonal skills
- Ability to establish and maintain good working relationships with a wide range of people
- Ability to work as part of a team and motivate others
- Ability to operate within tight deadlines and manage competing priorities
- High standards of integrity and confidentiality and ability to remain calm under pressure, and to be flexible with shifting priorities

Client focus

- Provides responsive, respectful and knowledgeable service to internal and external clients
- Puts the client (internal and external) perspective at the forefront of decision making & works to create client- focused service and solutions
- Proactively and constructively deals with client problems
- Is aware of differing approaches relevant to engaging with and meeting the needs of clients

Communication

- Excellent written and oral communication skills with demonstrated ability to present complex information in a clear and accurate written and verbal format
- Organises information in a logical sequence
- Includes content appropriate for the purpose and the audience

Results orientation

- Establishes a plan of action to achieve expected results
- Employs a systematic approach to completing tasks
- Establishes and reviews priorities
- Takes timely corrective action
- Pursues high quality results
- Produces high quality reports

Integrity

- Maintains high personal standards of professional excellence
- Accepts full responsibility for own actions

Self-management

- Manages own workload, behaviour and emotions appropriately
- Remains calm and in control under pressure
- Seeks to continually develop self by acting on feedback and taking opportunities to learn.

Collaboration and team building

- Works closely with others to bring together resources for achievement of common objectives
- Promotes cooperation within and across teams through the sharing of resources and information. Seeks and values the contributions of others
- Reflects on how own working style impacts on others
- Sees things from others point of view and confirms understanding
- Works in a harmonious and collegial manner with colleagues and other staff

Problem solving and analysis

- Systematically analyses situations by developing frameworks that reveal the essential features and issues
- Uses analytical techniques to distinguish the important from the trivial
- Looks beyond the obvious and does not stop at the first answers
- Is objective and open-minded
- Uses academic training effectively, and freely shares disciplinary insights and analytic techniques with others

Oriented toward practical solutions

- Is able to produce timely, well presented and accurate work on issues in a format appropriate for the intended audience

Judgement

- Recognises the need to consult before reaching conclusions
- Understands the risks that may result from a decision
- Judgements take REA resources, constraints and values into consideration

Approved: 12 May 2022