

POSITION DESCRIPTION

Position: Medico-Legal Lawyer

The New Zealand Nurses Organisation (NZNO) is the lead union and professional for nurses. Our job and responsibility is to represent more than 63,000 nurses, midwives, students, kaimahi hauora, and health workers in Aotearoa/ New Zealand. We represent the interests of nurses on professional and employment related matters and we are affiliated to the International Council of Nurses (ICN) and the New Zealand Council of Trade Unions (NZCTU). NZNO embraces the Te Tiriti o Waitangi and works to improve the health status of all people of Aotearoa/New Zealand through participation in health and social policy development.

Position Purpose and responsibilities:

The Medico-Legal lawyer provides legal skills, resources, and expertise to facilitate and achieve the aims and policies of the Union and provides medico-legal services to members in reserved areas of legal work, which includes representing members in medico-legal and other fora as appropriate.

Key responsibilities	Performance expectations
Provide legal services to members	<ul style="list-style-type: none"> • Prepare and maintain case files • Represent members in medico-legal fora e.g. the Health Practitioners Disciplinary Tribunal, Nursing Council Professional Conduct Committees, Coroners Inquests and Health and Disability Commissioner Inquiries, as appropriate.
Provide medico-legal advice NZNO staff	<ul style="list-style-type: none"> • Provide legal expertise on medico-legal matters to the wider organisation. • Assist NZNO in its analysis of legislation or bills and the preparation of submissions. • Contribute to NZNO policy development. • Contribute to Kai Tiaki and other NZNO publications on topical legal matters. • When requested, develop, participate and lead training on medico-legal topics for NZNO staff and members. • Contribute to legal services team work and projects when required.

Reporting	<ul style="list-style-type: none"> • Report legal issues, caseload, trends and regional activities including those with national implications. • Contribute to service and board reporting.
Professional obligations	<ul style="list-style-type: none"> • Maintain a current practising certificate in law • Comply with the professional requirements of the law society • Keep up-to-date with medico-legal cases
Health and Safety Complies with the Health & Safety at Work Act 2015	<ul style="list-style-type: none"> • Taking reasonable care of your own health and safety and ensuring that your actions don't adversely affect the health and safety of others • Following all NZNO health and safety policies and procedures, including: <ul style="list-style-type: none"> ○ Accurately reporting all accidents, incidents and near misses in a timely manner ○ Identifying and assessing work related health and safety hazards and risks ○ Participating in health and safety initiatives.

Professional Obligations

Nothing in this job description will require the Medico-Legal Lawyer to do or refrain from doing anything or to accept any instructions or direction which would result in the Medico-Legal Lawyer breaching any of the obligations or duties imposed by the Lawyers and Conveyancers Act 2006 or regulations or rules under that Act or that arise by virtue of the lawyer-client relationship which exist between NZNO lawyers and the organisation and NZNO lawyers and members.

Financial Delegations

None

Key relationships

All NZNO employees have a responsibility for managing relationships in some or all of the key sectors we work with. In this role, the key relationships to be developed are as follows:

Reports to:	Manager, Nursing and Professional Services
Responsible for:	Medico-legal services
Internal NZNO relationships:	Chief Executive and Management Team NZNO Lawyers Professional Nurse Advisers Competency Adviser Policy and Research Advisers Professional Services Team Membership Call Centre

	Industrial Services Team Corporate Services Team
External Relationships:	NZNO Members Nursing Council of New Zealand Health and Disability Commissioner Barrister & Solicitors Professional Indemnity Provider and Insurance Brokers New Zealand Law Society Employers

Core NZNO Competencies

Ethics, integrity and values	<ul style="list-style-type: none"> • Supports NZNO vision and values. Understands organisational structures to complete assigned tasks or projects. • Plans and organises work in an efficient manner. • Has values aligned with the organisation and acts accordingly. • Personally and consistently demonstrates 'appropriate' behaviour. • Actions are unbiased and consistent.
Cultural	<ul style="list-style-type: none"> • Demonstrates commitment to te Tiriti o Waitangi and biculturalism through integrating bicultural practices and applying a bicultural lens to the way you work. • Being cognisant of the cultural base of all people you interact with. • Being aware of ethnicity, being aware of how culture influences behaviour.
Member focus	<ul style="list-style-type: none"> • Ably discovers, understands and meets needs of members. • Gives members priority and responds quickly to member concerns. • Builds positive member relationships. • Acts in a professional manner at all times.
Communication and teamwork	<ul style="list-style-type: none"> • Relates well to people verbally and in written form. • Builds rapport with all levels inside the organisation. • Listens well, works collaboratively with others, and is organisationally sensitive. • Handles conflict while preserving rapport and works well with a diverse workforce. • Has ability to understand and adhere to good file and record management practices.
Problem solving & Planning and organising work	<ul style="list-style-type: none"> • Able to define problems and find causes. • Devises workable solutions. • Demonstrates the ability to work within timelines and organisational structures to complete assigned tasks or projects.

	<ul style="list-style-type: none"> Plans and organises work in an efficient manner.
Results orientation	<ul style="list-style-type: none"> Exhibits commitment to goals and constantly delivers results. Demonstrates personal initiative and independent motivation to achieve goals and objectives.

Role Specific / technical capabilities

Competency	How this will be demonstrated
Competency 1 Legal knowledge and skills	<ul style="list-style-type: none"> Holds an LLB and is a Barrister and Solicitor of the High Court with a current practising certificate At least 5 years' litigation experience Experience in medico-legal/health law Meets New Zealand Law Society requirements for legal practice (LCA 2006) Has sound advocacy skills Ability to prioritise under pressure Keeps accurate and timely records Demonstrates willingness to obtain legal knowledge of medico-legal law Committed to continued legal education in advocacy skills and specialist medico-legal law Supports organisational policies, submission and positions.
Competency 2 Interpersonal	<ul style="list-style-type: none"> Handles difficult or unhappy members well through active listening and effective professional boundary setting Excellent communication skills, written and oral Demonstrates ability to convey information effectively to individuals and groups.
Competency 3 Leadership	<ul style="list-style-type: none"> Liaises with and maintains sound relationships with external organisations Raises individual concerns of process for systems review with external organisations.

These values capture the intention of NZNO staff to model union and professional principals of working co-operatively towards shared goals

NZNO staff refers to both management and non-management staff of NZNO

Teamwork

- ✓ We value diversity in our staff and recognise each others' strengths
- ✓ We ask for and provide support to each other including to meet work deadlines
- ✓ We identify, acknowledge and celebrate achievements
- ✓ All staff are equally important to the success of NZNO
- ✓ We take and create opportunities to contribute to timely and informed decision making.

Professionalism

- ✓ We reflect on the Treaty of Waitangi implications of our work
- ✓ We reflect on the gender implications of our work
- ✓ Communication is timely and constructive with solutions offered with concerns that are raised
- ✓ We take and create opportunities to develop skills and competencies for ourselves and others
- ✓ We treat others with courtesy.
- ✓ We work to plans that enable us to achieve priority work within paid hours
- ✓ We come prepared to meetings and use the time constructively

Accountability

- ✓ We test our actions by asking "what would members think"
- ✓ We take and create opportunities to strengthen the participation of members within the organisation and on behalf of the organisation
- ✓ We use our resources, including others' time, wisely and efficiently
- ✓ We take responsibility for our actions and decisions

Safety

- ✓ We treat each other with respect, consideration, sensitivity and fairness
- ✓ We commit to making a safe environment
- ✓ All staff are supported to take regular leave
- ✓ Workloads and goals shall be achievable and measurable
- ✓ We share our experience within a learning environment