



Transport Accident  
Investigation  
Commission

## Position Description

### Kōrero mō te tūranga

Position	Commission General Counsel   Rōia Tara-ā-Whare
Reports to	Chief Executive
Location	Wellington
Direct Reports	2
Delegation holder	Holder of both statutory and operational delegations
Flexibility	Flexible working arrangements are supported by TAIC by agreement; as long as they can be reasonably accommodated and role requirements/TAIC's operational needs are met.
Date	September 2025

### Position purpose

#### Pūtake tūranga

As Commission General Counsel, advise the Commission on all inquiry matters, including constitutional frameworks and appropriate inquiry protocols.

As part of the Executive Leadership Team, develop and lead joined-up delivery of TAIC's strategy and work programme.

### The Public Service

#### Te Ratonga Tūmatanui

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki  
(<https://www.publicservice.govt.nz/about-us>)

In the publicservice we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under te Tiriti o Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

## About TAIC

### Ētahi kōrero mō TAIC

TAIC is an Independent Crown Entity that supports the Transport Accident Investigation Commission (the Commission) to determine the circumstances and causes of transport accidents and incidents in order to avoid similar occurrences.

Multi-disciplinary teams, led by an Investigator in Charge, investigate and analyse the circumstances of significant aviation, maritime, and rail occurrences. They support the Commission to consider the facts, and make findings and recommendations to improve transport safety, rather than to ascribe blame.

The Commission's vision is **'No repeat accidents – ever!'**

TAIC welcomes people of all backgrounds and experiences and will make reasonable accommodations if needed to enable full participation and contribution by all. TAIC employees work flexibly to contribute to the Commission's vision through its mission of **'safer transport through investigation, learning, and influence'**.

## Duties and accountabilities

### Takohanga

#### **Commission General Counsel**

- As a deep functional expert, advise the Commission on all inquiry matters, including constitutional matters, providing impartial, principled legal advice that upholds TAIC's statutory purpose and functions
- Provide legal and risk advice to the TAIC Board, Audit and Risk Committee, Commission, and Chief Executive
- Provide high-quality legal advice, reviews, and input across all Commission investigations and Crown Entity matters, including international, administrative and transport law
- Maintain, review and update (as required) inquiry protocols to guide the Commission and advise Commissioners on the same
- Exercise statutory functions and powers including summoning interested parties or witnesses to appear before the Commission and taking evidence on Oath

- Draft submissions, letters, orders, and reports on behalf of the Commission
- Liaise with interested parties or their legal counsel on legal matters
- Lead the provision of input to responses to OIA requests, WPQs etc. involving legal matters
- Lead and coordinate organisation-wide compliance assurance and review programme and provide compliance advice to the Audit and Risk Committee
- Develop and review Memoranda of Understanding with key stakeholders and international counterparts
- Conduct annual review of statutory and Crown delegations and other legal instruments, guidelines and templates
- Train investigators on the lawful exercise of Commission statutory functions, duties, and powers
- Ongoing environmental scanning including staying abreast of transport related legal developments including legislative reform, and advise on their impacts on the business of TAIC
- Provide Commission input into policy reform and legislative drafting, as required
- Manage external legal advice (except with regards to employment law advice)
- Appoint (as required) and liaise with the Commission's Kings Counsel and other Barristers (as required) to manage any legal challenge of Commission inquiries such as judicial review or a complaint to the Ombudsman
- Develop and maintain effective legal networks across the transport and government sector.

## ***Organisational Leadership***

As part of the Executive Leadership Team:

- Develop and implement organisational strategy, work programmes and measures
- Marshall and prioritise organisational resources to meet objectives
- Develop budget bids and secure emergency funding, if required
- Maintain, review and update (as required) systems to ensure organisational resilience and business continuity
- Maintain, review and update (as required) systems to identify, assess, and mitigate organisational and operational risks, including health and safety risks
- Lead organisational culture and engagement programme
- Lead organisational development and workforce planning
- Lead and govern organisational change projects and programmes
- Serve the Commission, TAIC Board, Audit and Risk Committee, and Chief Executive
- Ensure public sector hygiene and probity requirements are met
- Represent TAIC at external meetings and forums
- Develop and maintain professional relationships with stakeholders and international counterparts

- Lead by example in demonstrating a high standard of personal integrity and professionalism, respect for te Tiriti o Waitangi obligations, and a dedication to openness, accountability and serving the public good
- Act in the Chief Executive's absence when required.

### ***Leadership and management of legal services and the Legal Team***

- Lead, develop, manage and motivate a high-performing, collaborative and cohesive Legal team
- Ensure TAIC's Legal team operates efficiently and effectively, providing robust and timely legal advice which is tailored to TAIC's organisational needs and is clear, practical and readily actionable
- Ensure strategic alignment of TAIC's legal function to the organisation's strategy and statutory purpose
- Lead delivery of the Legal team's work programme including key tasks, and any Commission, Board and Audit and Risk Committee actions
- Review, maintain and implement TAIC's Governance Manual in accordance with government expectations and requirements
- Work with the Chief Executive, ELT and Executive Services Manager to coordinate induction, development, and annual self-assessment of TAIC Board
- Lead the development, implementation, and cyclical review of legal policies, guidelines, procedures, and tools
- Provide input to the development, implementation and cyclical review of TAIC policies, guidelines, procedures and tools
- Ensure the Legal team is prepared to respond in the event of the investigation of a large-scale major transport accident
- Ensure the systems and processes underpinning the provision of TAIC's legal services are resilient and robust
- Proactively promote and be engaged in health, safety and wellbeing issues/initiatives affecting the Legal team and contribute to fostering a positive health and safety culture within the organisation

### **Senior Leadership Team**

- Contribute to the Senior Leadership Team on all project, operational and performance matters

### **Information management**

- Ensure all information created in the role is accessible and managed in accordance with TAIC policies and guidelines.

### ***Health, safety, and wellbeing***

- Remain familiar with and practice TAIC's health and safety, wellbeing and welfare procedures; including in respect of access to hazardous areas, performance of

potentially hazardous tasks, and the reporting of safety hazards, incidents or accidents.

- TAIC investigates transport accidents and incidents, some of which involve death in tragic circumstances. As part of TAIC's wellbeing programme the person in this role must have an annual and confidential wellbeing check with a TAIC psychologist.

## **Position specific competencies**

### **He pūkenga tōu**

#### ***Qualifications***

- Legal qualification (LLB or equivalent) and has been admitted as a Barrister and Solicitor in New Zealand (essential)
- Ability to hold a current practicing certificate in New Zealand (essential)
- Post graduate public leadership qualification (preferred)

#### ***Competencies and experience***

- Proven leadership experience at an Executive Management level (essential)
- At least ten years post-qualification relevant legal experience, e.g., public law, transport law, administrative law, international law (strongly preferred)
- Strong public sector experience – preferably with experience working for a Crown entity and dealing with Boards (strongly preferred)
- Practical experience in providing high quality legal advice, including advice to support inquiries
- Strategic agility
- Critical thinking
- Proven relationship management skills including successful experience influencing and engaging stakeholders and providing leadership to others
- Change management
- Drive for results
- An understanding of the machinery of government, and policy and regulatory frameworks
- Ability to build strong and positive team culture
- Computer literacy. Intermediate to advanced knowledge of basic Microsoft packages, including Word, Excel, Visio, PowerPoint.
- Confidence working with senior people and people with strong and/or difficult personalities.

#### ***Medical competencies and other requirements***

- Maintain a current license to drive a car.
- Maintain a valid passport.
- Ability to work in New Zealand.

# Key relationships

## Whanaungatanga mahurangi

### Internal

- Commissioners | TAIC Board | TAIC Audit and Risk Committee
- Chief Executive
- GM Investigation Services | Chief Investigator of Accidents
- GM Corporate Services | CFO
- Modal Managers
- Manager Executive Services
- Legal team
- Staff across the organisation

### External

- Minister's Office
- Ministry of Transport monitoring and policy teams
- Office of the Auditor General, Audit NZ
- The Solicitor General
- Commission Kings Counsel, external lawyers
- Transport sector regulators
- Counterparts in the Transport and ICE sectors

## Values

### Ā mātou uara

TAIC's values describes the way we work and interact, with each other and with others.

Value	Description
One team	We work as one to fulfil our purpose and we value everyone's contribution. We are greater than the sum of our parts bringing our unique skills together to achieve TAIC's goals.
Pride in our professionalism	We demonstrate our competence, quality, skills, and appropriate behaviour at all times. Most importantly, we take ownership for our delivery.
Respect for others	We respect others, their points of view, and their accountabilities. We take ownership of how we act, treating each other with respect and dignity.

# Organisational competencies

## Ngā whakatakotoranga matautau

Competency	Desirable Performance indicators:
Results Oriented	<ul style="list-style-type: none"> <li>Clearly defines and achieves objectives on time every time</li> <li>Pursues success with energy and drive</li> <li>Plans, prioritises, and actions work effectively.</li> <li>Analyses complex situations and implements effective solutions</li> <li>Proactively considers risks and issues and acts to manage them, including advising others, as appropriate</li> <li>Handles uncertainty. Makes effective decisions in uncertain conditions</li> <li>Contributes proactively to the objectives of the Commission.</li> </ul>
Business understanding	<ul style="list-style-type: none"> <li>Committed to delivering the Commission's strategies and objectives.</li> <li>Understands the role of the Commission, and how they contribute to it</li> <li>Understands how the Business Services and Investigation teams both contribute to the role of the Commission</li> <li>Understands the political environment within which the Commission operates</li> <li>Understands the machinery of government, and applicable financial and behavioural requirements of public servants</li> <li>Embraces the ethos of public service</li> <li>Understands the role of te Tiriti o Waitangi in New Zealand.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>Promotes the Commission's strategic direction</li> <li>Role models TAIC's values and holds others to account for their behaviour</li> <li>Furtheres team objectives</li> <li>Encourages and supports other team members</li> <li>Embraces change. Actively works to improve systems, processes, as appropriate</li> <li>Ability to work under pressure, sometimes in traumatic circumstances.</li> <li>Takes ownership of continuous personal development</li> <li>Demonstrates knowledge and experience, and willingness to learn about te Tiriti, Tikanga, te reo and te ao Māori.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>Builds positive and healthy relationships internally and externally, while maintaining Commission independence</li> <li>Is professional and courteous in communications and behaviours with others</li> <li>Promotes collaboration and cooperation</li> <li>Supports a diverse workplace, free from bias and inclusive for all</li> <li>Identifies common goals, encourages collaboration and joint ownership</li> <li>Demonstrates empathy to those involved in tragic situations, while maintaining professionalism and performing Commission tasks</li> <li>Handles difficult or tense situations with diplomacy and tact.</li> </ul>