



Position Description

Solicitor

Team	Health Legal
Group	Corporate Services
Manager	Manager Legal Services
Location	Wellington
Job band	16G
Security clearance	N/A
Date	June 2026

About the Ministry of Health (the Ministry) – Manatū Hauora

The Ministry of Health is the lead advisor to the Government on health and is responsible for ensuring the health system meets the current and future needs of all New Zealanders.

We fulfil this role through three key functions:

Policy: We support the Government to set health system priorities and develop policies. We collect evidence to understand the system and to get the best health outcomes for New Zealanders.

Regulation: We design rules and regulations for health services, products, and pharmaceuticals to protect public health and safety. We ensure health regulations are proportionate, effective and safe.

Monitoring: We monitor the performance of the health system by collecting data, checking performance and reporting to the Government. If issues arise, we work with others to address them. We assess both health outcomes and financial efficiency.

Group description – Tō mātou nei aka

Corporate Services | Te Pou Tiaki supports the Ministry of Health to work efficiently and effectively, and ensures Ministry staff are kept safe at work. Corporate Services delivers integrated, high-quality enterprise services across People and Capability, Finance, Risk and Assurance, Information Technology, Communications and Engagement, Government Services, and Legal Services.

Position purpose – Kōrero mō te tūranga

As a Solicitor, Health Legal, you will provide legal advice on complex and high-impact issues across the health sector, supporting the Ministry's role as a system leader. The role



plays a key part in policy development, including legislative design, statutory interpretation, and ensuring legislative compliance. You will also deliver a broad range of corporate, commercial, and public law services—advising on contracts, procurement, and administrative law matters—while contributing to the effective management of legal risks and supporting informed decision-making across the Ministry.

What you'll do – Ko tōu ake mahi

- Provide expert legal interpretation and analysis on legislation, applying sound judgement to complex issues.
- Identify legal risks and issues early, delivering clear, consistent, and high-quality advice, while appropriately seeking guidance from senior colleagues.
- Research and analyse policy proposals, contributing legal insight to support the development of policy and, where required, translating policy into effective legislation.
- Assess and advise on legal risks and opportunities that may impact the Ministry, supporting informed decision-making.
- Support civil and criminal litigation involving the Ministry, working collaboratively with external legal providers.
- Deliver key pieces of work effectively, collaborating across teams, the Directorate, and the wider Ministry to achieve outcomes.
- Develop and apply monitoring, evaluation, and reporting approaches to support the delivery of work programmes.
- Lead defined workstreams from planning through to delivery, ensuring work is well-structured and achieves high-quality outcomes.
- Contribute to continuous improvement by enhancing team processes, tools, and frameworks.
- Build and maintain strong, collaborative relationships across the Ministry, wider health sector, government, and external stakeholders.
- Actively contribute to the Government Legal Network and wider professional practice.
- Ensure all work reflects commitments to equity and upholds Te Tiriti o Waitangi obligations.

This position description is intended as an insight to the main tasks and responsibilities required in the role and may be subject to change in consultation with the job holder.

What you'll bring to the role – Ko ngā pukenga ōu

- Bachelor of Laws
- Admitted as a Barrister and Solicitor of the High Court of New Zealand and have (or be eligible for) a practicing certificate
- Ability to assess critically the legal implications of policy analysis. An understanding of policy and practice issues relevant to the Ministry



- Strong research, investigative, analytical, logical and problem-solving skills, drawing on a wide range of resources
- Very effective written and verbal communication skills, demonstrated in complex and demanding environments
- Ability to build and maintain strong relationships across a diverse group of stakeholders
- Knowledge of the justice system government processes, machinery of government and working with legislation
- Experience in commercial and contract law in a public sector environment and /or experience in medical law (including medico-legal) preferred.
- An understanding of and commitment to Te Tiriti o Waitangi obligations
- Proven organisational skills with the ability to think ahead, use initiative, and meet deadlines whilst preserving high levels of accuracy and confidentiality
- Previous experience in applying critical thinking and using sound judgement to develop options and provide advice
- Proven ability to manage competing priorities and deliver high-quality outputs

Leadership Success Profile – Angitūtanga

The Te Kawa Mataaho Leadership Success Profile (LSP) describes what effective leadership looks like across the New Zealand public sector. All roles at the Ministry are assigned to one of four leadership categories. Each category draws on selected capabilities, which combine both leadership competencies and character traits from the LSP, to reflect different types of leadership.

This role is assigned to the **'Leader of Self'** category, and the following capabilities outline what is required to be successful in this category:

Leading with influence	<i>Lead and communicate clearly and persuasively to gain support from colleagues, asking questions to understand concerns and tailoring messages so they resonate with different audiences.</i>
Engaging others	<i>Build trust and positive relationships by connecting personally, listening actively, reading situations, and communicating with tact to create an inclusive and respectful environment.</i>
Achieving ambitious goals	<i>Take ownership and show persistence to achieve challenging goals, focusing on opportunities and outcomes rather than constraints, and maintaining optimism in the face of obstacles.</i>
Managing work priorities	<i>Plan and organise your work effectively to meet deadlines and quality standards, focusing on the most important priorities and balancing proactive and responsive tasks.</i>



Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

Your health, safety, and wellbeing – Oranga me te haumarū

At the Ministry of Health, we expect all of our people to:

- Ensure health and safety is integrated into business-as-usual activities
- Promote employee participation in health and safety by actively supporting employee health and safety representatives (HSRs)
- Acquire and keep up-to-date knowledge of work health and safety matters including the hazards and risks associated with operations
- Ensure staff are informed of and trained in safe practices and procedures in their specific areas of work

Diversity and inclusion – Kanorau me te whakauru

The Ministry of Health welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. To support this we:

- Foster inclusive workplaces that value diverse perspectives and lived experience
- Attract and retain diverse talent by creating accessible, welcoming environments.
- Apply the merit principle fairly, ensuring equitable opportunities for all.