

SUMMER CLERK 2021-2022

Kāhui Legal

E ngā maunga kōrero, e ngā awa tūpuna, e ngā ngahere nui, e ngā moana roa, tēnā koutou katoa

Kāhui Legal is looking for Summer Clerks to work at the forefront of Māori development alongside our Kāhui whānau. You will gain experience across a wide range of legal issues impacting Māori. The role is temporary full-time from 22 November 2021 to 18 February 2022.

About us

Kāhui Legal is a specialist law firm working at the forefront of Māori development with unparalleled experience and expertise in legal issues that affect Māori. We specialise in providing legal services in areas including Treaty of Waitangi claims and settlement negotiations, governance, litigation and dispute resolution, corporate and commercial law, public law, resource management, criminal law, Māori land law and regulatory compliance.

We are a medium sized firm with a great team that is passionate about Māori development and creating opportunities for Māori. We have offices in Wellington and Rotorua.

About the role

We are seeking summer clerks to work in either our Wellington or Rotorua offices. The ideal candidates will be studying towards an LL.B, have an understanding of tikanga and te reo Māori, have a strong academic record, excellent written and analytical skills, the ability and motivation to deliver the highest-quality legal services to our clients, and a strong commitment and passion for Māori development

The successful candidate will be exposed to all areas of our practice, assisting our lawyers across a range of matters.

We will provide on the job training, mentoring and support. You will be a key part of our team and the services we provide to our clients and will have exposure to a range of different work and clients. The role will be fast paced and the successful applicant will develop a number of relationships both within and external to the firm.

Queries and applications

All applicants should send a cover letter outlining suitability for the role, a curriculum vitae setting out skills and experience relevant to the role and a full academic transcript to Wendy Hynes, Kaiwhakahaere | Practice Manager (wendy@kahuilegal.co.nz) by **5pm on Wednesday 31 March 2021**.

SUMMER CLERK 2021-2022

Kāhui Legal

Job Description

POSITION DETAILS

Position Title	Summer Clerk
Tenure	Fixed term, full-time Monday 22 November 2021 – Friday 18 February 2022
Location	Wellington or Rotorua
Reports to	Tumuaki Partners
Functional Relationships	<ul style="list-style-type: none">• Tumuaiki Partners• Kaiwawao Matua Associates• Kaiwawao Solicitors• Mātanga Consultants• Ākonga Ture Graduates• Kaiāwhina PA/Legal Secretary• Ringa Kaute Financial Administrator• Kaiwhakahaere Practice Manager

ABOUT THE ROLE

We are seeking summer clerks to work in our Wellington or Rotorua offices. The ideal candidates will be studying towards an LL.B, have an understanding of tikanga and te reo Māori, have a strong academic record, excellent written and analytical skills, the ability and motivation to deliver the highest-quality legal services to our clients, and a strong commitment and passion for Māori development.

KEY RESPONSIBILITIES

Working alongside our partners and lawyers by:

- undertaking legal research and writing;
- preparing and managing legal documentation and files;
- participating in relevant internal and external meetings,
- preparing presentations on legal and firm matters; and
- providing day to day support to legal staff.

PERSON SPECIFICATIONS

To be considered for this role you will ideally have:

Tikanga / Te Reo Māori

- A good understanding and/or demonstrated commitment to tikanga and te reo Māori.
- A passion for Māori development and creating opportunities for Māori.

Strong interpersonal skills

- Excellent relationship building and maintenance skills.
- Well-developed verbal and written communication skills.
- The ability to effectively handle confidential matters discretely, exercise sound judgment and be comfortable being bound by confidentiality.

Sound self-managing skills

- Ability to self-manage and organise workloads in an often demanding environment.
- A flexible self-starter and team player who has the ability to manage multiple deadlines.
- Exhibits a sound work ethic and is motivated to learn new skills.
- Is punctual, follows instructions and has a desire to produce high quality outcomes.

Well-developed technical skills

- A strong academic record.
- Strong legal research, analytical and written skills.
- Proficiency within a Microsoft Windows environment (Word, Excel, PowerPoint and Outlook).

Preference will be given to candidates that can demonstrate skill and/or experience across a broad range of these requirements.