

## **POSITION DESCRIPTION**

### **Legal Administrator**

<b>Reports to:</b>	Senior Legal Counsel
<b>Division:</b>	Office of the Vice Chancellor
<b>Tenure:</b>	Permanent
<b>Location:</b>	Hamilton
<b>Date:</b>	4 September 2025

#### **Vision**

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

#### **Values**

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

## **1. GENERAL**

The office of the Senior Legal Counsel is responsible for providing legal advice and services to Council, the Office of the Vice-Chancellor, the Executive Committee, the Senior Leadership Team and staff of the University of Waikato.

## **2. POSITION PURPOSE**

The Legal Administrator will provide high-quality administrative and executive support to the University's legal services team. This role is vital to ensuring the smooth operation of legal  
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workflows, diary management, document preparation, and coordination of internal and external communications. You will work closely with the Legal Counsel to manage schedules, organise meetings, support compliance functions, and facilitate legal project tracking. Discretion, attention to detail, and an understanding of legal or confidential environments are essential.

### 3. FUNCTIONAL RELATIONSHIPS

<b>Internal:</b>	Vice-Chancellor's Office DVC's PVC's AVC's, Directors Deans Other members of the Senior Leadership Team. Managers and administrators across the institution
<b>External:</b>	Other Tertiary Institutions Ombudsmen Office Privacy Commissioner and other Government Agencies Commercial Third Parties External Legal Advisors

### 4. KEY RESPONSIBILITIES

#### **Executive & Administrative Support**

- Provide legal administrative support to the legal team
- Prepare correspondence, reports, presentations, and legal documentation with a high degree of accuracy and confidentiality.
- Maintain up-to-date filing systems (both digital and paper-based), including legal matter and contract management systems.
- Oversee OIA Admin, Privacy and Legal inboxes.
- Oversee incoming requests from Kuhukuhu (Internal support platform)

#### **Coordination & Communication**

- Act as the primary point of contact for internal and external stakeholders seeking legal team input.
- Support coordination of legal projects, team meetings, and committee reporting deadlines.

#### **Document & Information Management**

- Assist in the drafting, formatting, proofreading, and distribution of legal documents, contracts, and agreements.
- Manage version control, tracking, and secure storage of sensitive documentation.
- Support compliance with document retention policies and privacy obligations.

#### **Team Support & Office Administration**

- Manage office supplies, subscriptions (NZ Law Society and Continued Professional Development, NZLA web forms, LINZ title searches), and legal software tools (Net Documents, Microsoft, SharePoint, and Adobe) required by the team.
- Assist with financial processing (e.g., invoicing, purchase orders, external counsel billing).

### **Team Contribution**

- Work effectively as a member of the Legal department to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

### **Continuous Improvement**

- Actively contribute to the ongoing development and improvement of Legal's systems and processes.

**NOTE:** Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

## **5. PERFORMANCE STANDARDS**

The Legal Administrator will be performing satisfactorily when:

- Official Information Act requests and Privacy Act requests are dealt with efficiently and in a timely and appropriate manner.
- Files are established and maintained appropriately and accurately.
- Key dates are diarised and statutory deadlines met.
- All incoming Kuhukuhu and legal requests are responded to in a timely and appropriate manner.
- Correspondence generated is professional and complies with statutory requirements.
- The Senior Legal Counsel is kept updated as to progress with all working matters.
- All work is undertaken in accordance with instructions provided.
- Safe and healthy work practices are followed that comply with the University's policies and procedures, work standards and legislation.

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

### Preferred

- Tertiary level qualification

## SKILLS, KNOWLEDGE and EXPERIENCE

### Essential

- Proven experience in a PA, EA, or high-level administrative support role (preferably in legal, education, governance, or professional services).
- Exceptional organisation and time management skills with the ability to prioritise and multitask.
- Strong written and verbal communication skills, with high attention to detail.
- A high level of discretion and professionalism when handling confidential or sensitive material.
- Proficiency in Microsoft Office Suite, document management systems, and calendar tools such as Net Documents, SharePoint, or any similar systems.
- Knowledge of legal terminology, contract formats, or compliance frameworks.
- Experience in Official Information and Privacy Act requests is preferable.

## PERSONAL QUALITIES

- Professional manner.
- Ability to work under pressure and meet deadlines.
- Positive attitude and strong work ethic.
- Self-motivated with the ability to manage multiple deadlines and prioritise work.
- Ability to build rapport.
- Ability to maintain confidentiality and adhere to professional standards and rules of conduct.
- Commitment to a culture of openness, flexibility, and cooperation to achieve excellence.
- Commitment to the University of Waikato Strategy principles – Kia haere Whakamua.
- Consultative, inclusive and adaptable to successfully engage with a diverse range of stakeholders at all levels of the organisation.
- Strong technical ability with systems and processes.
- Collaborative team player that develops positive working relationships with colleagues and stakeholders/users.
- Commitment to diversity principles and the University's partnership with Māori as intended by the Treaty of Waitangi.