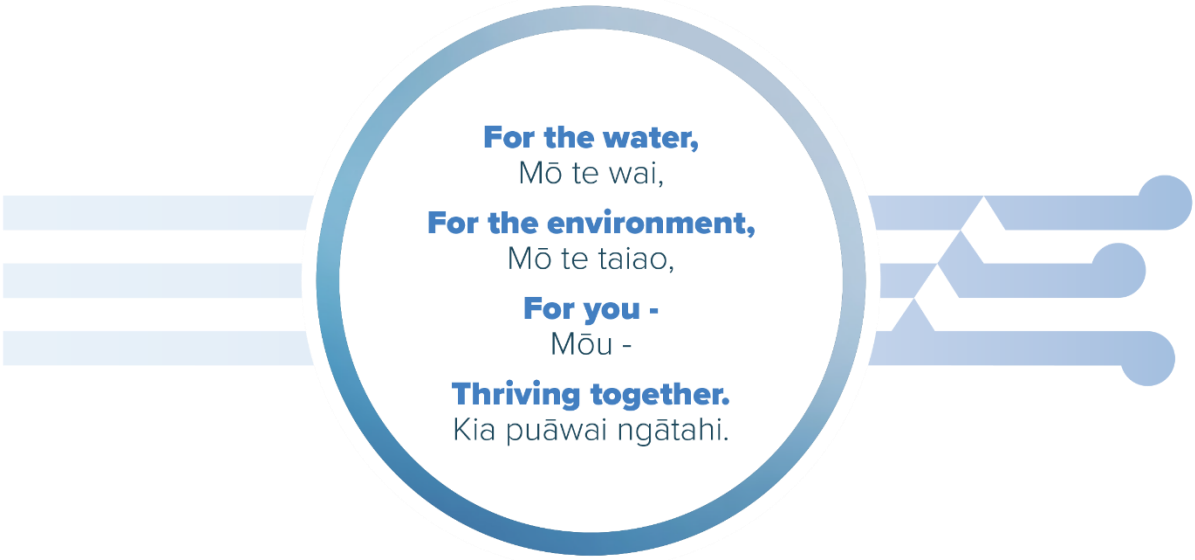
WAITĪ WATERS

Position Description

Position details

Position title	Legal and Assurance Lead
Reports to	General Manager, Strategy, Regulatory and Governance
Direct reports	1-2
Location	Masterton head office
Delegations	TBC



About Waitī Waters

Waitī Waters is a water services council-controlled organisation established under the Local Government (Water Services) Act 2025. We are owned by South Wairarapa, Carterton, Masterton, and Tararua District Councils, in partnership with Rangitāne and Ngāti Kahungunu.

Our Board of Directors governs Waitī Waters and the Stakeholders' Forum of Council and iwi representatives provides oversight on behalf of our owners and partners.

From 1 July 2027, we'll deliver drinking water, wastewater and stormwater services to around 25,000 connections and 70,000 people. We'll manage close to $700 million in water assets, and plan to invest around $400 million over the next decade. Our service promise is simple: delivering safe and sustainable water services our communities can count on.

Our name comes from the Matariki star linked to freshwater, and the role it plays sustaining life and wellbeing.

About your group

Waitī Waters is made up of five groups:

- Service Delivery
- Infrastructure
- Finance and Commercial
- Customer, People and Safety
- Strategy, Regulatory and Governance.

Your role sits in the Strategy, Regulatory and Governance group. This group is the part of Waitī Waters that sets direction, ensures compliance, and provides assurance that services are delivered in line with regulatory expectations, statutory requirements, partnership commitments and organisational goals.

The group connects strategy, planning, policy, regulation, compliance, governance, assurance, and iwi and hapū partnership stewardship so the organisation can deliver long-term outcomes for customers, shareholders and partners, regulators and communities with confidence and accountability.

About your team

The Governance and Legal team helps ensure Waitī Waters operates with strong governance, effective risk and assurance arrangements, sound decision-making and a clear understanding of its legal obligations. The team supports the Board, Board committees, Chief Executive and Executive Leadership Team through governance, risk and assurance advice, company secretariat services and trusted legal support.

The team helps the organisation navigate a complex operating environment that includes significant regulatory obligations, critical public services, major infrastructure assets and substantial long-term investment programmes. It supports effective governance and enterprise risk management, coordinates organisational assurance, manages legal and governance risks, and helps ensure decision-makers have access to timely, practical and well-considered advice.

Working closely with leaders across Waitī Waters, the team helps ensure governance, legal, risk, assurance and commercial considerations are appropriately reflected in organisational planning, service delivery, investment decisions and stakeholder relationships.

About your role

The Legal and Assurance Lead and Company Secretary is the principal legal adviser to Waitī Waters and leads the organisation's governance, enterprise risk and assurance arrangements.. The role provides trusted legal, governance, risk and strategic advice to the Board, Chief Executive and Executive Leadership Team, helping ensure the organisation operates lawfully, understands and manages its material risks, makes informed decisions and meets its statutory obligations.

Waitī Waters will be responsible for delivering critical drinking water, wastewater and stormwater services, managing substantial infrastructure assets and delivering significant long-term capital investment programmes. The role helps ensure governance, risk and assurance arrangements support these responsibilities, and that legal, regulatory, commercial, strategic and organisational risks are understood and appropriately managed.

The role leads the Governance and Legal team, including responsibility for the Company Secretary function and enterprise risk and assurance. It supports the Board and its committees with effective governance processes, risk and assurance reporting and advice, while also ensuring the organisation has access to high-quality legal advice across strategic, operational, regulatory and commercial matters. It also supports the interface between Waitī Waters and the Stakeholders' Forum as governed through the Shareholders' and Partnering Agreements.

The role does not replace the accountability of leaders for managing legal, regulatory and commercial obligations within their areas of responsibility. Rather, it provides the frameworks, advice, governance support and legal expertise that help the organisation make sound decisions and manage risk appropriately.

What you'll do

Responsibility area	Key Deliverables
ROLE-SPECIFIC RESPONSIBILITIES	
Legal and enterprise risk	• Legal and enterprise risk advice is practical, timely and supports sound organisational decision-making at governance, management and operational levels. • Risk appetite and the enterprise risk management framework are developed, maintained and used to support consistent risk-informed decision-making. • Significant strategic, operational, legal, regulatory and commercial risks are identified, assessed and communicated appropriately. • Risk appetite and the enterprise risk management framework are developed, maintained and used to support consistent risk-informed decision-making. • Legal implications of strategic, operational and investment decisions are clearly understood. • Leaders receive practical advice and constructive challenge to support effective management of risks and controls. • External legal, risk and specialist providers are effectively managed and deliver value for money.
Governance and company secretariat	• The Board and its committees are supported through effective governance processes, advice, administration and risk and assurance reporting. • Governance documentation, records, risk and assurance reporting and decision-making processes meet legislative and organisational requirements. • Directors receive high-quality governance, risk and assurance information to enable effective oversight and stewardship. • Company Secretary responsibilities are delivered professionally and effectively. • The Significance and Engagement Policy is maintained and applied effectively, ensuring significant decisions are identified early and supported by appropriate engagement, governance processes and advice.

Responsibility area	Key Deliverables
	• Relationships with Shareholders and partners are effectively managed in line with requirements and arrangements in Waitī Waters governing documentation (Shareholders' Agreement, Partnering Agreement and Constitution)
Privacy and information governance	• Privacy Officer responsibilities are held by the Legal and Assurance Lead and Company Secretary. • Privacy, Local Government Official Information and Meetings Act (LGOIMA) and information governance obligations are met and supported across the organisation. • Information requests are managed lawfully, consistently and within statutory timeframes. • Privacy and information risks are identified and addressed early.
Organisational policy	• Organisational policy management and policy governance are led, with a current and coherent policy framework maintained. • Policies are developed, reviewed and approved through clear, consistent processes. • Teams are supported to understand and apply organisational policy. • Policy discipline supports lawful, accountable decision-making.
Strategic and commercial advice	• Legal and governance advice supports major organisational initiatives, infrastructure programmes, procurement activities and commercial arrangements. • Strategic opportunities, obligations and risks are identified and communicated. • Commercial agreements appropriately manage organisational interests and obligations. • Decision-makers receive practical advice on legal, governance, risk and assurance implications.
Statutory and regulatory frameworks	• Legislative and regulatory developments are monitored and analysed. • Legal and governance implications of emerging regulatory requirements are understood and communicated. • Advice supports organisational compliance with statutory obligations.

Responsibility area	Key Deliverables
	• Relationships with regulators and professional advisers support effective governance and risk management.
Assurance and controls	• An organisation-wide assurance framework and risk-based assurance programme are developed and maintained. • Assurance activity provides the Board, Audit and Risk Committee and management with confidence that key risks, controls and obligations are being managed appropriately. • Internal and external audits and other assurance reviews are commissioned or coordinated, with findings, control weaknesses and emerging issues communicated clearly. • Management responses and improvement actions are monitored to support continuous improvement and organisational learning.
COMMON RESPONSIBILITIES	
People leadership	• Clear performance expectations are set and regularly reviewed for all direct reports. • Staff are actively developed through coaching, feedback and development opportunities. • Poor performance is addressed promptly and fairly. • A positive, inclusive team culture, consistent with the Waitī Waters 'How We Work' principles is fostered and workloads are actively managed. • Own professional development is actively managed, including maintaining relevant technical and leadership capability. • Contribute to organisational priorities and as a visibly active member of the leadership cohort.
Health and safety	• Own safety and the safety of others is actively managed at all times. • Full compliance with Waitī Waters health, safety and wellbeing policies and safe systems of work. • Incidents, near misses, hazards and risks are reported promptly through the designated system. • Health and safety risks within the team are identified, assessed and managed.

Responsibility area	Key Deliverables
	• Team members are supported to complete required H&S training, inductions and emergency drills.
Emergency management	• Emergency management training and exercises are completed as required. • Roster, on-call or call-out duties applicable to the role are undertaken. • Role-specific responsibilities under Waitī Waters' emergency response plans are understood and carried out when activated. • Team readiness for emergency response is maintained, including training, rostering and coverage planning. • Team resources are coordinated during emergency activations.

Who you'll work with

Internal	External
Board Chair and Directors	External legal advisers
Audit and Risk Committee	Regulators
Chief Executive and ELT	Government Agencies
General Manager, Strategy, Regulatory and Governance	Professional advisers
Legal and Governance team members	Councils and regional partners
Other Strategy, Regulatory and Governance Leads and teams	Industry bodies and sector organisations
All Waitī Waters groups	Mana whenua (Rangitāne and Ngāti Kahungunu) and other iwi and hāpu
	Stakeholders' Forum
	Other water organisations

What you'll bring

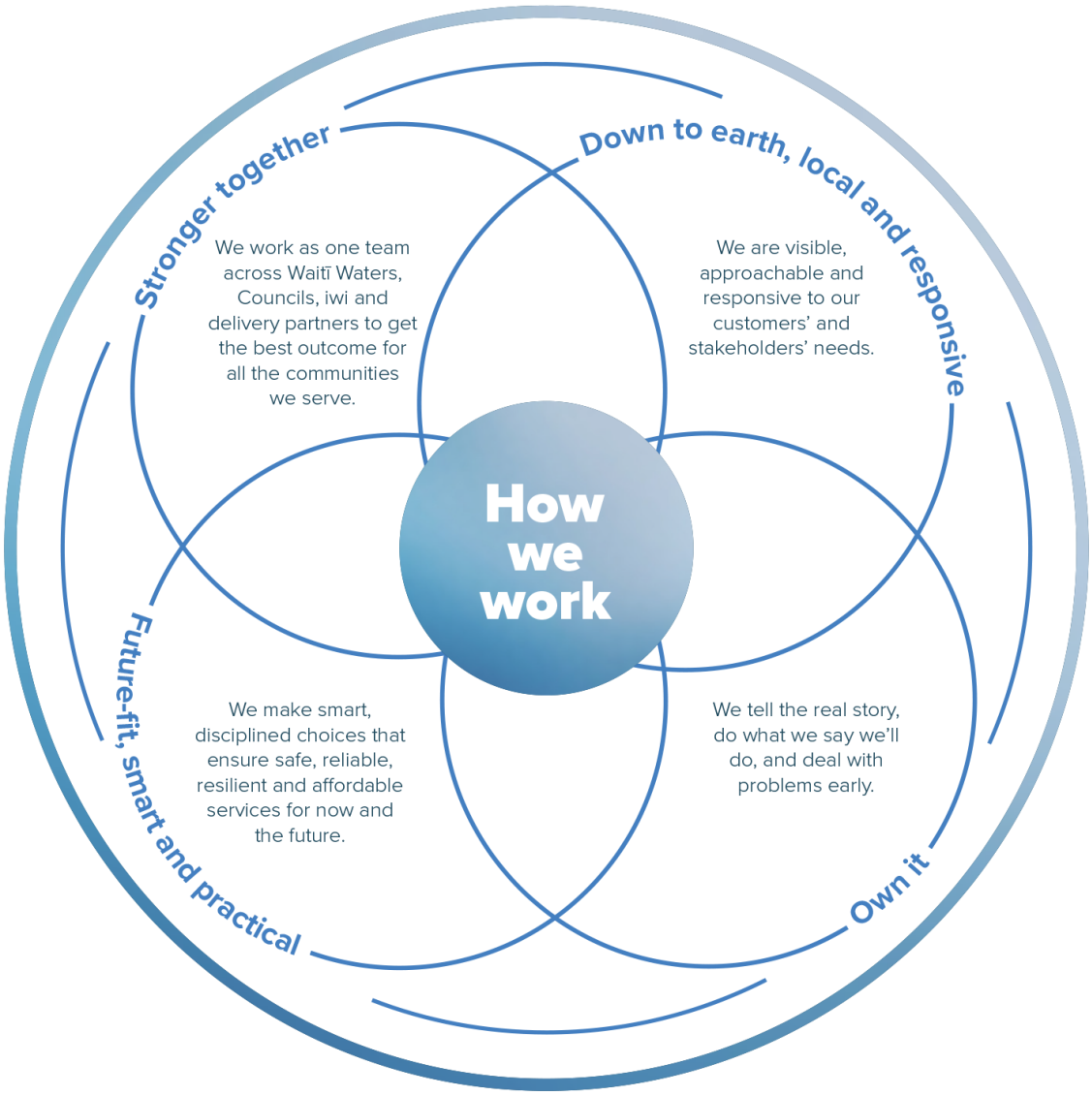
Essential

- Current practising certificate and eligibility to practise law in New Zealand.
- Significant post-qualification legal experience.
- Demonstrated experience providing legal advice to Boards, chief executives, executive teams or governance bodies, preferably in a public sector context.
- Strong understanding of corporate governance, enterprise risk and assurance principles, and company secretariat responsibilities.
- Experience advising on significant commercial, contractual, regulatory or public law matters.
- Strong understanding of statutory decision-making and governance obligations.
- Ability to assess and clearly communicate significant legal, governance, commercial and enterprise risks, including their implications for organisational objectives and decision-making.
- Experience managing complex and sensitive issues requiring sound judgement and discretion.
- Strong relationship management, communication and influencing skills.
- Experience working across complex organisational environments and multiple stakeholder groups.
- Sound judgement and the ability to balance legal, strategic and operational considerations.
- Understanding of te ao Māori and a commitment to working in partnership with iwi and hapū.

Desirable

- Experience as General Counsel, Senior Legal Counsel, Company Secretary or equivalent.
- Experience in local government, utilities, infrastructure, regulated sectors or public sector environments.
- Experience supporting organisations responsible for critical infrastructure or essential public services.
- Experience advising on major infrastructure projects, capital investment programmes or significant procurement activities.
- Chartered Governance Professional qualification or equivalent governance accreditation.
- Understanding of the legislative and regulatory environment applicable to water services entities.
- Experience overseeing enterprise risk, organisational assurance, internal audit or related governance processes.

How we work



Changing this position

Waitī Waters is a new organisation, and roles are expected to evolve as the organisation matures. Waitī Waters may, from time to time, make reasonable changes to this position description in consultation with the position holder.