



Position title: Inspector

Department: Professional Standards

Reports to: Inspectorate Manager

Location: Wellington

About the Law Society

The New Zealand Law Society Te Kāhui Ture o Aotearoa is the professional body for barristers and solicitors in New Zealand. The Law Society regulates all lawyers practising in New Zealand and is the membership organisation for practising lawyers. With branch offices throughout the country, the Law Society is the Kaitiaki (guardian) of the practice of law in Aotearoa New Zealand and the consumers of legal services.

Position Purpose

To inspect law firms' trust accounts and carry out the functions as set out in regulation 25 of the Lawyers and Conveyancers Act (Trust Account) Regulations 2008.

Delegations

- N/A

Key Internal Relationships

- Inspectorate Manager
- Inspectorate team
- Registry Manager
- Law Society branches and staff
- Lawyers Complaints Service team and management
- Legal and Registry Services Team
- General Manager Professional Standards (Regulatory)
- Lawyers Standards Committees
- Chief Executive
- Executive Leadership team

Key External Relationships

- New Zealand legal profession and the public
- Banks, SFO, Police, FIU, IRD and DIA
- New Zealand Lawyers and Conveyancers Disciplinary Tribunal

Accountabilities, Responsibilities and Performance Measures

Accountabilities/Responsibilities	Performance Measures
<p>General accountabilities</p> <ul style="list-style-type: none"> • Inspecting law firms' trust accounts using a risk-based approach. • Investigating, with assistance of a Senior Inspector, alleged breaches of the Lawyers and Conveyancers Act 2006 for Lawyers Standards Committees. • Ensuring all law firms comply with relevant trust account rules and regulations. • Assisting lawyers to understand and meet all necessary trust account rules and regulations. • Delivering timely, concise, and accurate written reports to law firms visited. • Participation in interviews of lawyers wishing to practise on own account as required. • Maintaining full and accurate records. • Participate in the peer review process as required. • Assist in the training and mentoring of Inspectors. • Involvement with preparation and delivery of education in trust accounting through New Zealand Law Society CLE Ltd (if required). 	<ul style="list-style-type: none"> • Produces papers, memoranda, and minutes to an acceptable standard in a timely manner. • Information gathered is relevant and allows robust, accurate and consistent analysis, enabling efficient decision making. • Information/advice given is clear and concise identifying issues and outcomes. • Builds trust through communication with internal and external stakeholders. • Consistently works in a proactive manner. • Prioritises their own workload to meet objectives.
<p>Collaboration</p> <ul style="list-style-type: none"> • Attend training sessions on Inspectorate or Complaints issues, as organised by the Law Society. • Be a member of working groups set up by the Inspectorate Manager to undertake projects connected to the operation of the Inspectorate team. • Raise potential issues with direct people leader to enable further action to be taken and provide better transparency on Inspectorate workflows. • Review and contribute ideas to the design/development of new systems, processes, and templates etc. • Takes responsibility for their own development in conjunction with organisation training and coaching. 	<ul style="list-style-type: none"> • Constant growing awareness and understanding of issues related to the Inspectorate team, and knowledge sharing with the team. • Actively contributes to team meetings; projects, working groups and other organisation activities. • Demonstrates an understanding of other aspects of the Law Society business. • Actively and willingly assists others
<p>Health and Safety and Wellbeing Responsible for:</p> <ul style="list-style-type: none"> • Their own health and safety and that of 	<ul style="list-style-type: none"> • Achieved as required.

<p>their colleagues</p> <ul style="list-style-type: none"> • Ensuring all incident and near misses are reported and escalated as required • Providing First Aid support as and when needed. Must be interested in and able to undertake First Aid training – organised by the Law Society. 	
<p>Other duties</p> <ul style="list-style-type: none"> • All other duties as reasonably required by your manager 	<ul style="list-style-type: none"> • Achieved as required.

Qualifications, Skills, Knowledge and Experience

To be effective in the position of **Inspector** you must have the following qualifications, knowledge, and experience:

Preferably a Chartered Accountant or Lawyer or have practical trust accounting experience.

- Previous investigating experience from accounting, gaming, charities, legal, Police, Serious Fraud Office, IRD or similar background
- Experience and knowledge in preparing evidential information
- Diversity of experience with organisations and roles
- Familiarity and comfort working with a risk framework assessment model
- Polished oral communication skills and technical report writing
- Capability and confidence in excel
- Ability to present evidence before the Lawyers and Conveyancers Disciplinary Tribunal and the courts
- Strong team player but with a high level of ability to work independently in the field
- Self-starter with an active and energetic approach to work
- A high level of professionalism and the ability to quickly establish rapport with all lawyers
- Well-developed interpersonal and relationship management skills
- Comfortable with establishing a wide network of contacts
- IT literate and mobile technology conversant
- Good judgement, discretion, and the ability to successfully deliver constructive criticism
- Flexibility and willingness to undertake a variety of work
- Ability to travel and work nationally.