

## **Position Description: Legal Officer/Policy Analyst**

### **Position purpose**

As a member of the CTU Policy team, the Legal Officer/Policy Analyst leads and co-ordinates large-scale industrial and legal policy development internally, with affiliates, the social partners and other stakeholders, conducts legal research and provides advice, analysis and support to policy development, and submissions-related activities. The Legal Officer runs the CTU Legal Officers Group.

### **Guiding Principles**

- Acknowledging the connected yet independent nature of the union affiliates within the CTU structures.
- Recognising the dynamic, comparative, and political context of the legal framework for industrial relations and labour law development.
- Acknowledging the importance of working alongside other initiatives so that there is an understood context and integrated approach to the legal work.
- Promoting union values and the underpinning kaupapa of collectivity.

### **Key actions**

- Leads and co-ordinates large-scale industrial and legal policy development internally, with affiliates, the social partners and other stakeholders.
- Acts for the CTU as Legal Counsel, appearing in court, especially as an intervener.
- Provide CTU analysis and interpretation of legislation, develop reform proposals and prepare submissions on a formal and recurring ad hoc basis.
- Provide advice, support and guidance to affiliates on legal matters, where requested.
- Undertake legal research, interpretation and analysis, as appropriate, to build a broad understanding and form policy of reform for key employment and union-related law, including the Employment Relations Act, the Minimum Wages Act, the Parental Leave and Employment Protection Act, the Wages Protection Act, Health and Safety at Work Act, Public Service Act, the Holidays Act, the Health and Safety in Employment Act, and the Accident Compensation Act.
- Provide legal and policy advice on employment and union-related laws, and other areas of law, such as ACC, international trade and social security.
- Develop commentary on reports from the New Zealand Government to the International Labour Organisation, prepare submissions to the ILO and provide advice on the application of international labour conventions to New Zealand.
- Support the legal work of affiliated unions, including:
  - Convene the CTU Legal Group and develop its role and work programme
  - Provide advice where practicable on legal enquiries from affiliates
- Develop working relationships with external researchers and institutions, such as with academics with expertise in the national and international labour law environment.
- Provide general advice on legal matters and issues which arise in the course of the day-to-day work of the CTU National Office, including advice on contracts and leases.
- Assist other staff and officers in priority activities and contribute to the general work within the CTU office as required.

## **Skills and abilities**

Ideally the Legal Officer/Policy Analyst will have:

- legal and policy expertise in the field of employment-related law
- ability to undertake detailed legal and policy preparation work
- strong interpersonal skills
- commitment to social justice and the union movement
- research skills
- project management skills
- analytical, organisational and planning skills
- ability to plan, prioritise and manage workload effectively
- ability to write and speak in clear language
- ability to work in a team and to develop constructive working relationships with staff from diverse unions
- ability to operate in political environments, including engagement with political parties, Government Minister and Agencies
- ability to interpret and identify key issues derived from complex information
- understanding of or willingness to develop an understanding of workplace relations and union organising and campaigning
- understanding of health and safety, social security, ACC and other legislation related to workers' rights and employment law

## **Experience and qualifications required**

- Holder of a law degree, with experience in employment law.
- Has litigation experience
- Experience in a union or related field of work strongly preferred
- An interest in and commitment to the collective work of unions and workers' rights is essential.

## **Relationships**

The Legal Officer/Policy Analyst is a member of the CTU policy team. Team members are responsible to the CTU Secretary via the Policy Team Lead. The Legal Officer/Policy Analyst works collaboratively with other team members to support policy development and submissions processes, in addition to working closely with the CTU Secretary and the CTU President on legal policy development matters.

Other primary working relationships include:

- CTU Operations Managers – to liaise on IT and equipment provision, for general clerical and systems support
- Other CTU Staff – to develop support and awareness of the position and to ensure the legal development work is integrated with or complementary to other CTU work programmes
- CTU Legal Group – to convene and develop the group's work and role
- Other CTU work groups – to provide advice, research and analysis as required
- CTU Legal Counsel – to consult, coordinate activities and utilise legal advice provided
- CTU Affiliated Unions – to seek guidance on union-specific issues and to develop and support the union legal agenda, including affiliates' skills development
- Other external experts – to seek expertise and understanding of labour-related law from a range of perspectives and to continue personal professional development and understanding of the relevant legislative framework.

## **General Information**

- This is a full-time permanent position.
- The salary is covered by Steps 21- 28 of the NZCTU Staff Collective Employment Agreement. (\$103,260 to \$121,844 per annum) plus allowances and benefits as per the collective.

- The CTU is an equal opportunities employer.
- The CTU is committed to helping staff build their understanding and commitment to the Treaty of Waitangi and providing opportunities for participation in cultural awareness training and other relevant study. This commitment is underpinned by Te Ture Whakawhānauatanga memorandum of understanding.
- The position is based in Wellington at the CTU office, Level 3, Redshield House, 79 Boulcott St, Wellington.

Applicants for this position must be a NZ citizen or have permanent residency.

To apply for this position, please send your curriculum vitae and a covering letter pertaining to this position by 5pm Thursday 15<sup>th</sup> January 2026 to:

Sue Windsor  
[suew@nzctu.org.nz](mailto:suew@nzctu.org.nz)