



Legal Risk Interpreter – Role Description

ABOUT COMPLYWITH

ComplyWith, New Zealand's leading legal risk-location business tool, closes the compliance gaps that might otherwise damage reputation and financial performance by helping organisations to easily, quickly and comprehensively identify and evaluate their non-compliance risks.

ComplyWith is already the company-of-choice for many Crown regulators, departments, Crown entities and also for businesses looking for informed assurance that they are responsibly meeting their obligations. While the ComplyWith programme can be implemented in-house, many of our clients look to us to guide them through implementing their legal compliance assurance reporting system, so our business has continued to grow rapidly despite the current economic climate.

One of the most highly valued aspects of ComplyWith is the legislative compliance content: the compliance questions and commentary for each piece of legislation that are included in the system. The key challenge here - one that we continue to successfully resolve - is to present compliance obligations in terms readily understood by managers and employees, whilst ensuring appropriate robustness.

In addition to developing new legislative compliance content, we are increasingly being commissioned to draft organisation-specific compliance questions and commentary.

If you join us, you'll be a key member of a team that is literally changing how organisations comply and, in the process, freeing them up to achieve their goals.

RESULTS TO BE ACHIEVED

Legal compliance questions and commentary of the highest quality, produced on a timely basis.

THE WORK THIS POSITION IS ACCOUNTABLE FOR

Drafting legal compliance questions and commentary for a diverse range of legislation using (and contributing to the further development of) the ComplyWith content development methodology.

Some drafting work (i.e. usually of a very technical or specialist nature) is out-sourced to senior experts. Where this occurs, the person holding the role would be expected to support the expert's work by contributing through the quality assurance review process.

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IDEAL CANDIDATE CRITERIA

This role is best suited to someone with:

A very strong academic record - preferably including legal training and/or experience:

- Three factors conspire to make drafting our compliance content an intellectually challenging undertaking, namely: the potential complexity of legislation; the difficulty of translating the complex into the simple; and maintaining robustness and high standards. To meet this challenge you will need a strong intellect coupled with very good common sense.

Proven communication skills, including drafting:

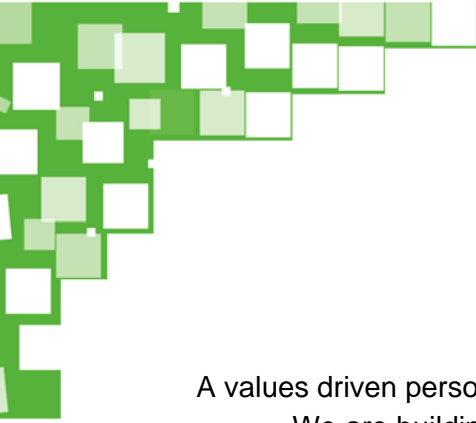
- The ability to convey legal compliance obligations in language that managers and staff of a business can easily understand is key to success in this role. Whilst you will learn a lot from our methodology, your own communication skills will be the critical success factor here.
- Experience of conveying legal concepts and obligations in plain English will be most valuable.

A passion for making the law accessible to the people who need to understand it most – those responsible for complying with it:

- We want to continue getting the great feedback we get now from clients about ComplyWith's content.
- The compliance questions and commentary you draft for ComplyWith will be used thousands of times by managers and staff in a huge range of businesses. We want you to be proud of that.

The ability to work independently within a close-knit team, in either a part-time or full-time capacity:

- Once you are up to speed with our content development methodology you should be able to work relatively independently (although all content is subjected to rigorous quality assurance reviews);
- Part-time work is an option for the right person – although our current work plan means there should be more than enough to keep you busy regardless of whether you wish to work part-time or full-time.



A values driven personality:

- We are building ComplyWith to be a 'most-trusted' brand. Everything we do must be consistent with this – integrity and trust are at the core of what we want to be ourselves, and how we want to be perceived.

To find out more about being a ComplyWith Legal Risk Interpreter please contact us on 04 894 4444 or at findoutmore@complywith.co.nz

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