**Legal Operations and Litigation Coordinator**

**Real Estate Authority (REA)**

The Real Estate Authority – Te Mana Papawhenua (REA) is the independent government agency that regulates the New Zealand Real Estate profession. Our purpose is to promote and protect the interests of consumers and promote public confidence in the performance of real estate agency work.

REA is a high performing respected conduct regulator with a critical role in the real estate sector. We license real estate agents, oversee the code of conduct, continuing professional development and the complaints and discipline process. We are a proactive, evidence-led regulator committed to supporting high standards of conduct in the profession and protecting consumer interests. We strive to understand and serve the needs of New Zealand’s diverse communities in all of our work. REA offers a diverse and inclusive work environment. We welcome people who bring a range of perspectives, skills and experience including those who may bring a Māori and Pacific Peoples perspective.

**The role**

This is an exciting opportunity to work as part of busy legal team doing great work to support REA’s purpose. The Legal Operations and Litigation Coordinator is an integral, trusted and highly valued member of the legal team and helps support our lawyers to deliver efficient, effective, and timely services.

As the Legal Operations and Litigation Coordinator you’ll be:

* Supporting our legal operations by registering, processing and forwarding correspondence for the Real Estate Disciplinary Tribunal and legal counsel to relevant staff.
* Maintaining information resources such as legal opinion and decision registers.
* Providing general administrative assistance including litigation file management, bundle preparation and, diarising of events.
* Preparing, copying and distributing litigation files to REA’s legal counsel.
* Updating cases in client management and workflow technology systems.
* Working closely with our Regulatory Compliance team to co-ordinate advice on CAC complaints and litigation files.
* Providing support to the REA Privacy Officer in relation to REA’s obligations under the Privacy Act 2020 and assisting REA staff with REA’s processes under the Official Information Act.
* Assisting the Legal Team and REA staff with preparing reports and analyses in relation to reporting obligations.

**About you**

We’re looking for someone who pays attention to detail, is well organised with a strong work ethic and has experience working in a legal, regulatory or case management environment.

A relevant tertiary qualification and knowledge of regulatory environments would be an advantage but is not essential.

**Benefits**

REA’s people are welcoming, collaborative and committed to making a difference for New Zealand.  You can expect rewarding and complex work in a sector that is critical to New Zealand. A central Wellington CBD location, commitment to staff professional development, and an active social club are some of the benefits of joining the REA team.

**Apply now!**

This is an exciting opportunity work in a dynamic team and support diverse New Zealanders to achieve good outcomes in the real estate sector.

We encourage you to apply even if you feel you don’t meet all of the selection criteria so we can consider your suitability for the role or other suitable opportunities at REA.

Please let us know if you have any specific access needs to allow you to participate in our recruitment process.

To apply, complete the [application form[DOCX, 118 KB]](https://www.rea.govt.nz/assets/2024-Uploads/Jobs/REA-Employment-Application-Form-Feb2024.docx) and submit with your CV and cover letter to recruitment@rea.govt.nz.

For more information contact Jessica McMillan, People and Capability Advisor on 027 571 9806 or email recruitment@rea.govt.nz.

**Applications close on 14 March 2024.**

Please note applications may be reviewed and suitable candidates may be progressed to before the closing date.

Please note, you must have a legal right to work in New Zealand. Successful appointment is conditional upon police vetting and qualification checks.