

Senior Associate – Content Development: Position description

About ComplyWith

ComplyWith helps businesses and people who want to do things right. We do this by giving people clarity about what's required.

In our mission to create clarity for people, we blend our legal expertise and experience with our innovative technology to break down the barriers of complexity and confusion.

Our growing legal technology business works with over 130 New Zealand businesses, including many of the regulators.

The working environment at ComplyWith encourages creative thinking and suits 'heavy lifters' — those who love to contribute to getting stuff done, embrace challenges, and are constantly coming up with new ways of doing things better.

About the role

This role is part of our growing Content Team in Ellerslie, Auckland. Our Content Team are the technical experts for ComplyWith and create legal compliance content for our ComplyWith program.

This is a part time role for 18 to 24 hours a week.

You can expect to:

- Be part of a team passionately committed to helping businesses know what they need to know about their regulatory obligations through our innovative technology
- Prepare and update content for a range of different industries and sectors
- Enjoy a true work-life balance.

About the work

Your primary role is to prepare, review, and update plain English content for our ComplyWith tool. You will learn our content development process so that you can:

- Quickly develop a comprehensive understanding of the compliance obligations in a piece of legislation
- Develop a business focussed structure for presenting the compliance content
- Draft clear and concise compliance statements
- Draft informative and well-structured explanatory commentaries for each compliance statement

- Research and locate guidance resources for the legislation
- Peer review content drafted by other ComplyWith team members
- Assist with updating content as part of our continuing improvement journey, or because of law changes
- Identify opportunities to improve our content and the development process.

There may be some travel to our main office in Wellington. Usually this isn't overnight and is about once a quarter.

Your qualifications and experience

Qualifications LLB with a very strong academic record (essential)

LLB with honours or above (preferable)

Experience You will have at least 4 years post-admission experience, ideally both in private practice and inhouse and across a range of legal areas

Core attributes	What we require
Strong intellectual ability	<ul style="list-style-type: none"> • Drafting our compliance content is intellectually challenging because of the: <ul style="list-style-type: none"> ○ range of different industries and sectors we operate in ○ complexity of the legal frameworks applying to those businesses ○ challenge of helping people to know what they need to know given those complexities. • To meet this challenge, you have a strong academic record and legal analysis skills. • You have fantastic attention to detail. • You can distil large amounts of complex information into clear and concise legal compliance content. • You can apply yourself to a range of legal areas in a pragmatic and solution-focused way.

Core attributes	What we require
Excellent communication skills	<ul style="list-style-type: none"> • You can convey legal obligations clearly and concisely in language that our clients can easily understand. • You have experience of conveying legal concepts and obligations in plain English to non-lawyers. • You can view the world through our clients' eyes.
A passion for making the law accessible	<ul style="list-style-type: none"> • You have a passion for plain English. • You love to write, and find the process of crafting legal writing for business people satisfying. • You will be committed to making sure we keep getting great feedback about our content to help build our tribe of supporters.
The ability to work independently within a close-knit team that is constantly looking for improvements and enhancements	<ul style="list-style-type: none"> • You can work relatively independently (although all content is subject to a quality assurance process). • You have a positive attitude, a desire to make a difference, and the ability to challenge and test assumptions. • You find an operating environment defined by change and innovation exciting and inviting.
A values driven personality	<ul style="list-style-type: none"> • Integrity and trust is core to how you operate. • You are a doer and love to get stuff done. • You embrace challenges and new ways of doing things. • You enjoy the interface of the law, technology, client needs, and innovative creative thinking.