



Position Description

Position Title: Legal Counsel - Property

Date: December 2023

Location: Tahua HUB, Takapuna, Auckland

Reports to: GM Property, Group Development

Who we are:

Tahua Partners Limited is a great Kiwi business, home to well-loved brands in retail and hospitality. Inspired by a common vision and a shared passion for hospitality/retail, we strive to serve our communities in a truly unique way based on our heritage in Aotearoa. Each of our business units operate independently as they face the market, but are supported by resources, skills and solutions available through the Tahua community (e.g: Information Services, Finance, Payroll, Strategy Development, Project Management, Property, and People and Culture). Each business celebrates its own unique culture, however we are all connected through the Tahua values of 'better', 'manaakitanga' and 'whanaungatanga'.

Why you'll love this role:

Tahua has significant growth plans, of which a key strategic pillar is sustainable growth and building value through property. This newly created role will support the Property teams, and other Executive leaders, on a range of legal matters across lease renewals, general lease management, commercial and property agreements/contracts.

Each of our group businesses have bold growth plans, and to meet our organic growth and acquisition strategies and contractual commitments, Tahua needs a healthy and productive pipeline of new sites new sites across the group businesses, in addition to remodelling, refurbishing or relocating existing sites. With a plan to open 15+ new sites annually from 2024 onwards, this is an opportunity to set the group up for future success by bringing in-house our legal support. This expertise role will focus primarily on the property legal matters including lease and sale and purchase agreement negotiation and documentation as well as some general commercial legal advice, working with external specialists as required to meet the business strategy and execute the pipeline delivery of property projects.

What you'll deliver in this role:

- Negotiation and drafting of all leases, renewals, rent review documentation for the growing group network
- Negotiation and drafting of all Sale and Purchase agreements for property acquisitions
- Development of the strategy and implementation of a consistent legal approach to all property matters including standardised terms and relevant policies and procedures
- Provision of tailored legal advice on a broad range of issues including general commercial contracts, privacy, data protection and consumer law. Advice to include summary of relevant legal position and risks and opportunities associated with various options.
- Facilitate the appropriate access to and management of external counsel as required.
- Identification of, and contribution to the development and implementation of strategies, policies and practices for the organisation in areas of legal and regulatory compliance
- Provision of corporate governance advice and support to the Tahua Board and related Company secretarial support, including maintenance of company records with the Companies Office and the

Financial Markets Authority. Ensure that Tahua Partners Limited complies with all statutory requirements.

What you'll bring to the role:

- Previous (3 years +) post qualified experience in a high-quality private practice, or in-house legal environment
- Law degree (preferably from a NZ University)
- Sound knowledge of commercial and property law
- Exceptional stakeholder management skills, with an ethical approach and unquestionable integrity
- Well-developed professional networks combined with the ability to develop and nurture new relationships
- Strategic thinking and a fresh perspective to identify, develop and implement creative, innovative, solutions that add significant commercial value
- Exceptional written and verbal communication skills, including the capacity to produce high-quality reports, analysis, and presentations under tight deadlines
- Proficient in MS Office suite, and comfortable with new and emerging digital technologies
- Experienced legal negotiator, skilled at achieving 'win-win' outcomes and strong relationships
- A leadership style that allows you to successfully lead through influence and collaboration with the Group execs, Tahua Board and other key stakeholders