

# Gresson Dorman & Co

Senior Solicitor, Associate or Senior Associate  
**Property & Commercial Law**

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## Property & Commercial Law

Our team oversees diverse portfolios of interesting and challenging legal issues. We provide quality, tailored and supportive advice and service to clients in dealing with their legal matters.

We advise clients on legal matters relating to property development, leasing, acquisitions, mergers and disposals, ensuring inter-generational success for clients, their families and for businesses as they navigate the added complex challenges in today's environment. We provide specialist legal advice to local and regional authorities

### Meet the Team



**Ken Grave**  
Partner



**Craig O'Connor**  
Partner



**Emily Coldicott**  
Associate



**Lucy O'Brien**  
Solicitor



**Rebecca Shekhi**  
Solicitor



**Jacqui Walker**  
Associate - Registered Legal Executive



**Claire Coyle**  
Registered Legal Executive



**Jaimee Hopkins**  
Registered Legal Executive



**Trina Gale**  
Registered Legal Executive



**Katie Collins**  
Registered Legal Executive

# Senior Solicitor, Associate or Senior Associate – Property & Commercial

- Design your perfect role – your ideal way of working and balancing career and lifestyle
- Grow your legal career
- Diverse and broad portfolio of legal work from an urban and regional client base
- Flexible location / hybrid working from within surrounding regions

The perfect role in a highly successful law firm with excellent career growth pathways, with options of hybrid working that suits your lifestyle and delivers to Gresson Dorman's clients.

## About The Role:

South Canterbury is an economic powerhouse, with the rural sector driving the economic success of the region. As a result, the team oversees diverse portfolios of interesting and challenging legal issues.

As a Senior Solicitor/Associate/Senior Associate within the Property and Commercial team, you will provide quality, tailored and supportive advice and service to clients in dealing with their legal matters.

You will advise clients on legal matters relating to property development, leasing, acquisitions, mergers and disposals, ensuring inter-generational success for clients, their families and for businesses as they navigate the added complex challenges in today's environment.

You will participate in marketing and business development activities, growing networks and clients for the firm.

## You will bring:

- 3+ years' post admission experience with a speciality focus on property and commercial law
- Strong knowledge of New Zealand property and commercial law, including relevant legislation
- Proven track record in managing a portfolio of clients, providing sound legal advice
- Demonstrated commercial awareness and acumen
- A continuous improvement focus, delivering efficient and effective services to meet immediate and anticipated client needs
- Demonstrated effective time management and work organisation, balancing competing priorities and meeting deadlines
- Skills in working collaboratively and effectively across the firm, with a strong team focus

## Benefits of working at our firm:

- We support work-life balance, understanding the need for flexibility for family and life commitments
- We offer a competitive salary package to match those of large cities
- Discretionary year-end bonus rewarding a successful year
- A fully funded social club enjoying a raft of activities
- An additional day of firm funded leave at Easter
- Tools of the trade – laptop and phone
- Relocation package

## **About Gresson Dorman & Co**

Gresson Dorman & Co have been part of the South Canterbury landscape for over 150 years and have been entrusted with the Crown Warrant since 1940. Our history and our team of highly skilled, dedicated professionals sets us apart from other law firms in the region. From our head office in Timaru and our Geraldine branch, we cover South Canterbury, Otago and beyond.

- You will be working and learning directly with firm Partners
- A tight-knit and supportive team environment in a highly regarded law firm
- Modern offices close to parking, shopping, dining and recreation when working in the office.
- A team of talented, motivated people willing to mentor and support
- A flexible/hybrid career growth opportunity, working from within surrounding regions – your ideal way of working.

At Gresson Dorman & Co you can quickly build your profile and your practice. This is a fantastic opportunity for both family, lifestyle and career.

Your career will continue to thrive working with a complex mix of clients and businesses within the economically strong region of South Canterbury. Forge a forever legacy in a role that has career pathways for those committed to long term success at our law firm.

### **Timaru – your choice of a great place to work, a place to live or a place to practice law with a hybrid working approach**

Timaru and the wider South Canterbury region is an amazing place to work and love. We have a vibrant community. Our housing is affordable. We enjoy the stunning Caroline Bay right on our doorstep – a top 10 most loved beach in New Zealand.

- Stress free commutes - just a 5-minute commute to work
- Affordable cost of living and housing, ensuring a comfortable lifestyle
- Immersing yourself in areas of outstanding beauty on your doorstep
- Opportunity to work with a community you are fully part of
- Fantastic place to bring up children with good schools and easy access to a variety of sports
- Living an Alps to Ocean lifestyle – hiking, biking, skiing, camping, water sports and more.

There is so much more to share about our beautiful region, the Venture Timaru website is a great place to look <https://www.vtdevelopment.co.nz/>

**Seize the moment, make the change.**

**Have the career and the lifestyle, it's here waiting for you in this humming law firm in Timaru.**

# Position Descriptions

## Senior Solicitor – Property & Commercial

POSITION DETAILS	
Position Title	Senior Solicitor – Property & Commercial Team
Business	Gresson Dorman & Co
Location	Timaru
Reports To	Partners – Property & Commercial Team

### ABOUT GRESSON DORMAN

Gresson Dorman & Co has been part of the South Canterbury landscape for 150 years. It is the largest law firm in South Canterbury, with offices in Timaru, and Geraldine, offering legal services in a variety of practice areas.

Our culture is a product of our history - honest, reliable, diligent and passionate about the law. We are not resting on our laurels though - we are working hard to ensure our future is as bright as our past.

We have three partners and a team of 30 people to support a wide client base with a diverse range of work. We want to lead business in our region and serve our community.

### POSITION PURPOSE

As a Senior Solicitor within the Property and Commercial team, the role provides quality, tailored and supportive advice and service to clients in dealing with their legal matters.

The role contributes to Gresson Dorman & Co's success by generating revenue, building and maintaining relationships with fellow colleagues within the firm and with our clients, and representing our firm within the market.

Work will be delegated by Supervising Partners, with an expectation that a Senior Solicitor will begin working to create a client base and begin to generate their own work.

### KEY EXTERNAL RELATIONS

Clients, potential clients, suppliers, other lawyers and law firms, accountants, industry associations, Regulatory Authorities.

### KEY INTERNAL RELATIONS

Partners, General Manager, Office Manager, solicitors and support staff.

### KEY RESPONSIBILITIES

Senior Solicitors will be expected to prioritise work received from other team members and supervising partners to ensure delivery goals are met.

They will manage their own time to assist their wider team to effectively achieve revenue targets. Senior Solicitors will also initiate and seek out new responsibilities showing willingness to get involved.

Senior Solicitors will be expected to begin building their profile in their specialist area(s) by actively engaging in social media, community event involvement and networking opportunities.

KEY RESPONSIBILITY AREA	
Service Delivery	<ul style="list-style-type: none"> <li>• Identify client needs, and work with supervising partner to respond promptly with recommendations.</li> <li>• Assist supervising partner and wider team to manage a diverse portfolio of commercial and property transactions.</li> <li>• Manage the delivery of legal services in a manner which is both cost-efficient to the client and the firm.</li> <li>• Thoroughly research all relevant material and sources of information to ensure compliance with current legislation.</li> <li>• Recommend clear alternatives and solutions and use appropriate precedents.</li> <li>• Draft well-structured and accurate correspondence and documents</li> <li>• Keep file records up to date – electronic and hard copies</li> <li>• Assist clients with legal matters related to property development, leasing, acquisitions, mergers and disposals under the supervision of the supervising partner and senior members of the team.</li> <li>• Draft documents for review for business sales and purchases, commercial leases, commercial contracts, and shareholder agreements.</li> <li>• Provide support to the supervising partner and senior team members on agribusiness matters, including farm leases, and farm sales and purchases.</li> <li>• Support senior colleagues in negotiations when necessary.</li> </ul>
Relationship Management and Business Development	<ul style="list-style-type: none"> <li>• Build and maintain client relationships by offering support and keeping clients informed of progress during the matter or transaction.</li> <li>• Assist in identifying, and pursuing new business opportunities, supporting marketing and business development initiatives.</li> <li>• Contribute to the implementation of business development and marketing strategies, which may include assisting with marketing events, networking, speaking at seminars and contributing to or writing content for publications.</li> <li>• Prepare articles, newsletters and present seminars for clients and within the firm.</li> <li>• Contribute to enhancing the firm’s reputation within the community by delivering quality work and leveraging specialist knowledge.</li> <li>• Assist in attracting new clients and referrers by participating in professional and community activities to support the firm.</li> </ul>

KEY RESPONSIBILITY AREA	
Teamwork and Leadership	<ul style="list-style-type: none"> <li>• Develop effective working relationships with team members and clients</li> <li>• Share knowledge and new developments in commercial property law and insights with immediate and wider team to enhance internal knowledge management.</li> <li>• Foster and support open, honest and constructive relationships with colleagues, using interpersonal skills effectively in both group and individual situations.</li> <li>• Seek out personal development opportunities for self and others.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Record time and bill appropriately in the firm's practice management system.</li> <li>• Achieve individual monthly revenue target (based on a minimum role requirement of 5.5 chargeable hours per day FTE).</li> <li>• Attend to monthly billing and aged WIP management.</li> <li>• Undertake file management in line with the Firm's Invoicing Policy.</li> </ul>
General Conduct	<ul style="list-style-type: none"> <li>• Comply with all ethical obligations in accordance with the New Zealand Law Society Rules of Professional Conduct.</li> <li>• Ensure understanding and compliance with firm's policies and procedures.</li> <li>• Ensure on-going obligations for Continuing Professional Development (CPD) are met as required by the Law Society.</li> </ul>

## QUALIFICATIONS, EXPERIENCE AND SKILLS

### Required Qualifications

- Undergraduate Law Degree from a New Zealand University
- Admitted as a Barrister & Solicitor of the High Court of New Zealand

### Key Experiences and Skills

Approximately 3+ years post admission experience with a speciality focus on property and commercial law.

- Strong knowledge of New Zealand property and commercial law, including relevant legislation
- Strong analytical, critical thinking and problem-solving skills
- Understanding and demonstration of firm commercial awareness and acumen
- A continuous improvement focus, delivering for efficient and effective services to meet immediate and anticipated client needs
- Excellent verbal and written communication and interpersonal skills
- Demonstrated effective time management and work organisation, balancing competing proprieties and meeting deadlines
- Skilled in working collaboratively and effectively across the firm, with a strong team focus
- Works autonomously and works under pressure, with motivation to achieve financial targets
- Resilient and tenacious - does not give up when obstacles and problems present themselves
- High ethical standards and professionalism.

## Associate/Senior Associate – Property & Commercial Team

POSITION DETAILS	
Position Title	<b>Associate/Senior Associate – Property &amp; Commercial Team</b>
Business	Gresson Dorman & Co
Location	Timaru
Reports To	Partners – Property & Commercial Team

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### POSITION PURPOSE

As an Associate/Senior Associate within the Property and Commercial team, the role provides quality, tailored and supportive advice and service to clients in dealing with their legal matters.

The role contributes to Gresson Dorman & Co's success by generating revenue, building and maintaining relationships with fellow colleagues within the firm and with our clients, and representing our firm within the market.

Work will be delegated by Supervising Partners, with an expectation that an Associate/Senior Associate will be actively building their client base and be generating their own work.

### KEY EXTERNAL RELATIONS

Clients, potential clients, suppliers, other lawyers and law firms, accountants, industry associations, Regulatory Authorities.

### KEY INTERNAL RELATIONS

Partners, General Manager, Office Manager, solicitors and support staff.

### KEY RESPONSIBILITIES

Associates/Senior Associates will be expected to work independently and provide supervision and mentoring to junior staff.

They will manage their own time to assist the team to effectively achieve revenue targets.

Associates/Senior Associates will be expected to grow their profile in their specialist area(s) whilst continuing their legal education.

KEY RESPONSIBILITY AREA	
Service Delivery	<ul style="list-style-type: none"> <li>• Independently manage a high volume of files to ensure the provision of advice and management of matters in a clear and logical manner within required timeframes developing sound case management strategies.</li> <li>• Proactively manage a portfolio of clients whilst anticipating their needs.</li> <li>• Manage a diverse portfolio of commercial and property transactions.</li> <li>• Manage the delivery of legal services in a manner which is both cost-efficient to the client and the firm.</li> <li>• Thoroughly research all relevant material and sources of information to ensure compliance with current legislation.</li> <li>• Recommend clear alternatives and solutions and use appropriate precedents.</li> <li>• Advise clients on legal matters, including property development, leasing, acquisitions, mergers and disposals.</li> <li>• Draft, review and negotiate business sales and purchases, commercial leasing, commercial contracts, and shareholder agreements.</li> <li>• Provide clients with agribusiness advice and assistance including with farm leases, and farm sales and purchases.</li> <li>• Represent clients in negotiations when necessary.</li> </ul>
Relationship Management and Business Development	<ul style="list-style-type: none"> <li>• Maintain and develop strong client relationships through participating in value adding activities and support, keeping clients informed of progress during the matter or transaction.</li> <li>• Identify, develop and execute marketing strategies for new and existing business opportunities.</li> <li>• Deliver on business development and marketing strategy and plan, which may include marketing initiatives by the individual or team, marketing events, networking, speaking at seminars on specialist topics and contributing to or writing publications.</li> <li>• Prepare articles, newsletters and present seminars for clients and within the firm.</li> <li>• Make a significant contribution to the firm's reputation and position within the community by virtue of your reputation for excellence and specialist skills and knowledge.</li> <li>• Attract new clients and referrers. Make a significant contribution to professional and community activities to support the firm.</li> </ul>

KEY RESPONSIBILITY AREA	
Teamwork and Leadership	<ul style="list-style-type: none"> <li>Actively provide leadership in the Firm through supervision and mentoring where appropriate to support and aid Gresson Dorman &amp; Co's Supervising Partners and achievement of strategic goals.</li> <li>Delegate work to other members of the team and provide them with support and the required training, guidance and supervision.</li> <li>Proactively share knowledge, experience, new developments in commercial property law and insights with immediate and wider team to enhance internal knowledge management.</li> <li>Encourage and support open, honest and constructive relationships with colleagues, using interpersonal skills effectively in both group and individual situations.</li> <li>Seek out personal development opportunities for self and others.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>Achieve individual monthly revenue target (based on a minimum role requirement of 5.5 chargeable hours per day FTE).</li> <li>Attend to monthly billing and aged WIP management.</li> <li>Undertake file management in line with the Firm's Invoicing Policy.</li> </ul>
General Management	<ul style="list-style-type: none"> <li>Comply with all ethical obligations in accordance with the New Zealand Law Society Rules of Professional Conduct.</li> <li>Ensure understanding and compliance with firm's policies and procedures.</li> <li>Ensure on-going obligations for Continuing Professional Development (CPD) are met as required by the Law Society.</li> </ul>

## QUALIFICATIONS, EXPERIENCE AND SKILLS

### Required Qualifications

- Undergraduate Law Degree from a New Zealand University
- Admitted as a Barrister & Solicitor of the High Court of New Zealand

### Key Experiences and Skills

Approximately 5+ years post admission experience with a speciality focus on property and commercial law.

- Strong knowledge of New Zealand property and commercial law, including relevant legislation
- Proven track record in managing a portfolio of clients, providing sound legal advice
- Strong analytical, critical thinking and problem-solving skills
- Demonstrated strong commercial awareness and acumen
- A continuous improvement focus, delivering for efficient and effective services to meet immediate and anticipated client needs
- Excellent verbal and written communication and interpersonal skills

- A proactive and client-focused approach to legal practice, with demonstrated ability to build effective client relationships and manage expectations
- Demonstrated effective time management and work organisation, balancing competing proprieties and meeting deadlines
- Skilled in working collaboratively and effectively across the firm, with a strong team focus
- Experienced in supervising, directing, supporting and motivating staff to achieve great results
- Skilled in business development with a record of success in building new business and strong client relationships
- Works autonomously and works under pressure, with motivation to achieve financial targets
- Resilient and tenacious - does not give up when obstacles and problems present themselves
- High ethical standards and professionalism.

## How to Apply

Confidential applications or expressions of interest should be directed to our General Manager.

To apply by email, please attach your cover letter and CV and send to [kelley@gressons.co.nz](mailto:kelley@gressons.co.nz).

### **Kelley O'Malley** **General Manager**

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 027 838 9688

 [kelley@gressons.co.nz](mailto:kelley@gressons.co.nz)

