

## Candidate Briefing Document

# Lane Neave

## Senior Associate – Resource Management



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The purpose of this briefing document is to share essential information about the role and the firm. It also details the key criteria we are looking for in applicants. We recommend thoroughly reading the enclosed information to familiarise yourself with the role and ensure a close match should you wish to move forward.

# Company Information

Founded in Christchurch in 1868, Lane Neave is one of New Zealand's most respected and enduring law firms. With a history spanning over 150 years, the firm has evolved into a nationally recognised name with offices strategically located in Auckland, Wellington, Christchurch, and Queenstown. This expansion reflects Lane Neave's commitment to being at the heart of New Zealand's legal and economic activity.

Lane Neave offers a comprehensive range of legal services across business and personal law, positioning itself as a trusted partner for clients ranging from multinational corporations to individuals. The firm's distinctive blend of capabilities rivals large law firms whilst maintaining the agility and personal touch of a boutique practice. This unique positioning allows Lane Neave to deliver bespoke solutions tailored to each client's needs, fostering long-term relationships based on trust and results.

## **A Legacy of Excellence**

Lane Neave's reputation is built on its consistent delivery of high-quality legal advice and its ability to tackle complex challenges across various industries. The firm has been instrumental in shaping New Zealand's legal landscape, playing a pivotal role in landmark cases and projects that have driven progress in areas like resource management, employment law, and commercial property. In 2018, Lane Neave celebrated its 150th anniversary – a testament to its enduring success and commitment to its core values. The firm's longevity is matched by its ability to innovate, adapt, and lead in a dynamic and ever-evolving legal environment.

## **People-First Culture**

Lane Neave prides itself on fostering a workplace culture that values collaboration, innovation, and inclusivity. Recognised as an 'Employer of Choice,' the firm places a strong emphasis on work-life balance and professional development. Employees enjoy bespoke flexibility, wellbeing initiatives, and regular social events that strengthen the sense of community and culture across the country. Lane Neave actively supports diversity and inclusion, ensuring a welcoming environment for all.

## **Recognition and Community Impact**

The firm's excellence has been acknowledged with numerous accolades, including awards for its employment law practice and its workplace culture. Lane Neave is also deeply committed to giving back to the communities it serves. Whether through pro bono work, social responsibility, charity and giving, volunteer leave for employees or its broader contributions to New Zealand's legal and social fabric, Lane Neave stands out as a firm that genuinely cares about making a positive impact.

## **Vision for the Future**

Guided by a clear mission to deliver exceptional client service, Lane Neave strives to be a leading national law firm recognised for its legal capability, leadership, and outstanding service ethos. The firm continues to embrace opportunities offered by technology and innovation, ensuring its place at the forefront of New Zealand's legal profession.

For more information on Lane Neave, view their [website](#).



STRATEGIC RECRUITMENT & HUMAN RESOURCES

**150**  
years  
1868 - 2018

# Frequently Asked Questions

Please find below answers to some of the more frequently asked questions. This information has been provided by Joshua Leckie and the people team.

## **What makes Lane Neave unique in New Zealand's legal landscape?**

Lane Neave combines the expertise and resources of a large law firm with the personalised, client-focused approach of a boutique practice. Established in 1868, it has a proud history of delivering exceptional legal services while building long-term client relationships. With approximately 160 staff operating across Auckland, Wellington, Christchurch and Queenstown, their size allows the firm to offer large-scale capabilities whilst maintaining an inclusive culture. Their focus on collaboration and commitment to innovation offers a dynamic and rewarding environment for legal professionals.

## **Why is this Resource Management Senior Associate role exciting?**

This is a unique opportunity to lead on nationally significant and high-profile Resource Management Act (RMA) matters, support and mentor a talented team, and collaborate with top-tier clients. The role offers a clear pathway to Partnership or Special Counsel, bespoke flexibility tailored to your lifestyle (both in terms of time and location), and the chance to make a significant impact in a firm that values work-life balance and career growth.

## **What kind of clients and projects would I work on?**

Lane Neave works with a diverse range of clients, from corporate giants like Woolworths and KiwiRail to iwi organisations such as Te Rūnanga o Ngāi Tahu. Projects include resource consenting, environmental compliance, and major infrastructure and mineral developments – work that shapes communities and drives New Zealand's future.

## **What is Lane Neave's workplace culture like?**

Lane Neave is renowned for its inclusive and supportive culture. The firm values collaboration, straight communication, and respect, creating a welcoming environment for all. Employees enjoy benefits such as an annual wellbeing allowance, regular social events, volunteer leave, and bespoke flexibility. Work-life balance is a priority, and employees are encouraged to pursue fulfilling professional and personal lives.



### **What is the Resource Management team structure?**

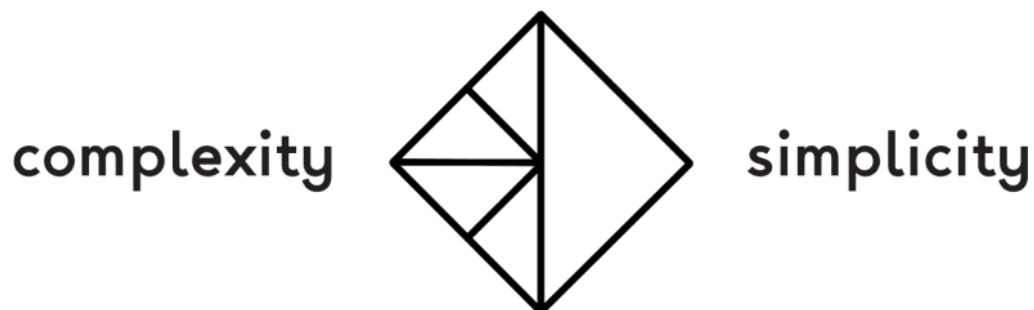
The team is led by Partner Josh Leckie and includes senior associates, solicitors, and support staff across multiple offices in Queenstown, Christchurch, and Auckland. The structure fosters collaboration and growth, with senior team members providing mentorship and leadership to juniors and interns.

### **About Joshua Leckie's Leadership Style**

Joshua's leadership style is collaborative, empowering, and results-driven. Known for his ability to mentor and develop talent, Joshua ensures that team members are entrusted with meaningful responsibilities while offering guidance and support. He prioritises open communication, professional growth, and delivering high-quality work. His reputation as a respected partner and approachable leader makes Joshua an inspiring person to work alongside.

### **What attributes and experience are Lane Neave looking for?**

Lane Neave is seeking a Senior Associate with great skills and several years post-qualification experience in Resource Management law. Ideal candidates will have strong technical skills, the ability to manage complex work, leadership potential, and a passion for mentoring and business development. Adaptability and a collaborative mindset are essential, as is an interest in outdoor activities and work-life balance, (particularly if you'll be based in Queenstown!).



### **What does success look like in this role during the first 12 months?**

Success in this role involves:

- Building strong relationships with clients and team members.
- Managing and delivering high-quality work on RMA matters.
- Contributing to the growth and development of junior team members.
- Establishing a visible and respected presence within the firm and the local legal community.

### **What kind of flexibility is offered for this role?**

Lane Neave offers bespoke flexibility, tailored to individual needs, including hybrid working arrangements and flexible start/finish times. This reflects the firm's commitment to ensuring work-life balance and creating a positive, supportive workplace environment.

### **What are some of the benefits of joining Lane Neave?**

- An annual wellbeing allowance and travel/carpark allowance.
- Volunteer leave and free legal services for personal use.
- Regular social events, including firm-wide Christmas parties.
- Professional development through mentoring, CPD opportunities tailored to the individual.
- Exposure to landmark cases.
- A clear pathway to Partnership or Special Counsel.
- A highly competitive salary package.

### **Why should I join Lane Neave over another firm?**

Lane Neave offers a rare combination of exciting work, clear career progression, and a culture that genuinely values its people. As part of this nationally recognised firm, you'll lead high-profile projects, grow your career, and enjoy a balanced lifestyle in some of New Zealand's most stunning locations.



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## Plan on a page

### Our Vision

Be recognised as a  
leading national law firm

### Our Mission

Deliver excellent legal capability,  
effective leadership, and  
outstanding client service  
ethos consistently  
across all areas of  
the firm.

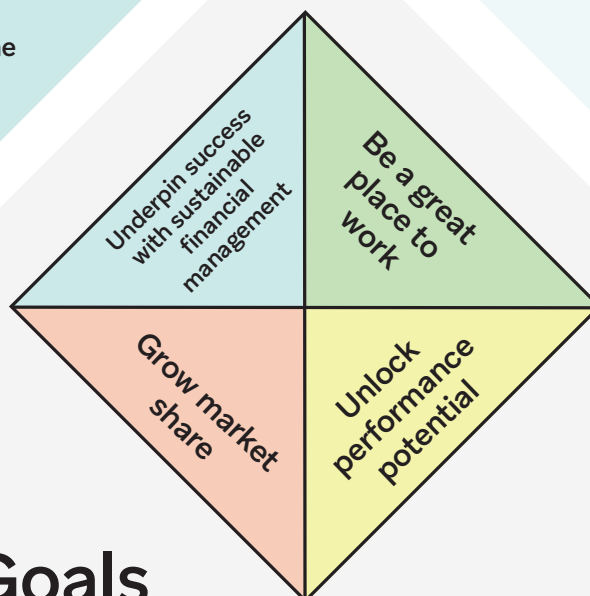
### Our Key Strategies

- Attract, develop, and retain great talent
- Develop leadership capability at all levels of the firm
- Develop multi-practice offerings to better penetrate larger clients and new sectors
- Expand the reach and capability of teams in all locations
- Embrace opportunities offered by technology broadly and AI specifically
- Define and implement the Lane Neave "client experience"
- Contribute positively to the communities we serve

### Our Culture

- We work together
- We hold each other accountable
- We talk straight and openly
- We build strong relationships
- We work hard and smart
- We live balanced lives
- We foster mutual respect and inclusivity
- We encourage innovation and continuous improvement

### Our Goals



## Position Description: Senior Associate

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**Location:** TBC

**Required Qualifications:** Undergraduate Law Degree  
Admitted as a Barrister and Solicitor of the High Court of New Zealand

**Position Summary:** Senior Associates will be expected to work independently and provide guidance and leadership to junior staff

**Primary Job Objective:** To complete all chargeable work in a timely, competent and professional manner. Initially most of the work will be delegated by their Supervising Partner. However, there is an expectation that Senior Associates start to build their own practice thereby generating their own work.

**Key Relationships:** **Internal** - Lane Neave Administration Team (General Manager, HR Manager, ICT Manager, Facilities & Support Manager, Knowledge Manager, Communications Manager), Chairman, Partners, solicitors, support staff  
**External** - Clients, Potential Clients, Suppliers, other lawyers and Law Firms, Accountants, Industry Associations, Regulatory Authorities, Registrar for Courts, Tribunals, Councils, Mediators, Arbitrators, Courts

**Key Skills:** **Communication** - convey information in both verbal and written formats as appropriate for the needs of the target audience  
**Interpersonal** - develop a rapport with others and form working relationships both internally and externally  
**Critical thinking** - using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems  
**Complex problem solving** - identifying complex problems and reviewing related information to develop and evaluate options and implement solutions  
**Self management** - ability to work independently and under pressure whilst meeting deadlines  
**Leadership** - influence, supervise, direct and motivate others to achieve a recognised objective  
**Teamwork** - ability to be a constructive and open team member

**Key Duties & Responsibilities:**

- 1** Senior Associates will be expected to increase their profile in their specialist area(s) whilst continuing their legal education.
- 2** Produce well researched and analysed legal opinions on a range of issues from medium to high complexity.
- 3** Senior Associates must demonstrate the ability to:
  - a. thoroughly research all relevant material and sources of information;
  - b. apply and interpret the search results;
  - c. consider alternative options;
  - d. recommend clear alternatives and solutions; and
  - e. use appropriate precedents.
- 4** Senior Associates will be required to prepare articles, newsletters and present seminars for clients.
- 5** Senior Associates will also be required to identify, develop and execute marketing strategies for new and existing business opportunities (recorded on timesheets and in raised fees).

- 6** Senior Associates must demonstrate an ability to:
  - a. meet deadlines;
  - b. draft well structured and accurate correspondence and documents;
  - c. record time and bill appropriately in the firms practice management system;
  - d. keep file recording up to date;
  - e. demonstrate ability to prioritise;
  - f. keep delegates and clients informed of progress; and
  - g. understand the business environment in which they are operating.
- 7** You must work towards achieving your financial KPIs:
  - a. completion of all time recording – billable and non-billable;
  - b. completion of targeted chargeable hours per day;
  - c. annual achievement of individual budget; and
  - d. ensuring debt procedures are followed with an aim to collecting all debt in a timely manner.



# Recruitment Process for Candidates



**01/ Search, Advertising and Candidate Networking**  
Along with advertising the role Bishop Associates will be completing talent research along with a search and networking process to identify candidates in the market with matching skills to the position. After you apply a consultant from Bishop Associates Recruitment may be in touch to seek more information and clarification regarding your fit to the key competencies of the role. To increase likelihood of progression, it is important that your application contain sufficient evidence of your experience, skills and motivational fit to merit further discussion.



**02/ Initial Review, Screening and Selection**  
In this phase the applicant pool will be compared to those people sourced through search and referral networking and a long list of potentially suitable candidates will be formed for further consideration. You may be contacted for a telephone interview during this time; this is an opportunity to show your motivational fit to the role and clarify your reasons for matching yourself to the position. Those candidates considered unsuitable will also be notified that they will not be progressing.



**03/ Consultant Interview**  
Over this period the Bishop Associates consultant will carry out formal interviews with the long-list candidates with a focus of matching them to the core competencies of the role, sector of work, culture of the organisation and fit for the team and business. It will be essential that you provide specific examples of your experience, skills, and achievements regarding what you have delivered in the past. You should also be able to clearly articulate what sort of role and environment will best fit your own style, strengths, culture and personality.



**04/ Shortlisting Process**  
Bishop Associates will review the relative merits of all the candidates considered and will reduce the applicant pool to those considered to be the best overall fit to the brief provided. The employer and consultant will liaise together to select candidates for second interview. You will be informed whether you are being progressed to the shortlisting phase and will receive notification if unsuccessful. If progressing this is a good time to continue your due diligence on the employer and role to reassure, as much as possible, that the role is a fit for you.



**05/ Employer Interviews**  
Meetings with shortlisted candidates will be arranged on a date and time convenient to the employer. It is important at this stage that candidates make every effort to make themselves available for these interviews. The interview process is a two-way street, it is advisable at this point to ask any questions that you have that will help you ensure that the role is the right next step for you. At this point you should be calibrating whether the culture, team, duties and environment match your motivation fit.



**06/ Validation, Decision and Offer of Employment**  
The successful candidate will be verbally offered the role subject to reference, probity, qualifications, health and any other checks. Paperwork will follow verbal acceptance. You can assist this phase by promptly completing any required probity checks and by ensuring that your referees are fully briefed on the role and are ready to be contacted by your consultant.