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| Notes for Applicants – Tenancy Adjudicator Position |

Thank you for your interest regarding the position of Tenancy Adjudicator in the Auckland area.

**Enclosed** please find:

1. Application for position
2. Questionnaire form
3. Position Description

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| **Your Application** |

Please email your application to: [Smitha.Muringodil@justice.govt.nz](mailto:Smitha.Muringodil@justice.govt.nz) or post to Principal Tenancy Adjudicator, Attention: Smitha Muringodil, Level 9, 65-69 Albert street, Auckland CBD, Auckland 1010

Applications close at **midday, Wednesday, 28 September 2022**

Your application should include:

1. Completed Adjudicator Application
2. Completed Questionnaire
3. Curriculum Vitae detailing your education and work history plus details of your involvement in your community and any organisations which you have, or have had, some involvement.

***Note:*** If you are providing a posted hard copy, please **do not send in originals** as all applications are destroyed once the appointment has been made.

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| **The Position** |

The appointment to the position of Tenancy Adjudicator is for a period of up to five years. The appointment is made on warrant by the Governor General on the joint recommendation of the Minister of Housing and the Minister of Justice.

The position is a part-time position. The Adjudicator will generally sit a minimum of one to two days per week. The main hearing locations are the Auckland, North Shore, Waitakere, Manukau, Papakura & Pukekohe District Courts. In addition, work may also be available in other tribunals from time to time.

The sitting hours of the Tribunal are usually between 9.30am and 4:30pm on the days hearings are scheduled.

Adjudicators are currently paid $530.00 a day under the Cabinet Fees Framework. However, the Tribunal has been included in the latest Remuneration Authority Bill which has just received its Second Reading in Parliament. If enacted, this will change the basis of how the remuneration is determined. Adjudicators are, for the purpose of their position, self-employed contractors.

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Jenny Robson

**Principal Tenancy Adjudicator**

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| Tenancy Adjudicator Application FormAuckland |

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| **Full name of applicant:** | | | | | |  | | | | | | | | | | |
| **Current address:** | | | |  | | | | | | | | | | | | |
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| **Postal address (if different):** | | | | | | |  | | | | | | | | | |
| **Phone** (day): | | |  | | | | | | | **Phone** (evening): | | | | |  | |
| **Email:** | | |  | | | | | | | | | | | | | |
| **Occupation:** | | |  | | | | | | | | | | | | | |
| **Current employer:** | | | | |  | | | | | | | | | | | |
| **Have you been adjudicated bankrupt?** | | | | | | | | |  | | | | | | | |
| **Have you been charged with a criminal offence?** | | | | | | | | | | | |  | | | | |
| **If yes, please provide details:** | | | | | | | |  | | | | | | | | |
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| **Where did you hear about this role/see the role advertised?** | | | | | | | | | | | | | |  | | |
| **Are there any other matters which could affect your appointment to the tribunal? Provide details:** | | | | | | | | | | | | | | | | |
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| **Tertiary Qualifications** | | | | | | | | | | | | | | | | |
| *Please include details of qualifications achieved, subjects and institution* | | | | | | | | | | | | | | | | |
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| **Personal Information** | | | | | | | | | | | | | | | | |
| The Tribunal encourages applications from men and women from diverse backgrounds, ethnicities and age groups. The following information is obtained to assist with this requirement. | | | | | | | | | | | | | | | | |
| **Age:** |  | | | | | | | | | | **Gender:** | | | | | Male/Female |
| **Ethnicity:** |  | | | | | | | | | | | | | | | |
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| **Referees** | | | | | | | | | | | | | | | | |
| *Please provide addresses and contact numbers for at least two referees:* | | | | | | | | | | | | | | | | |
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| **Signature** | |  | | | | | | | | | | **Date:** |  | | | |
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| Questionnaire |

In order to assess your suitability for appointment the panel requires information from you that shows how your particular personal attributes, skills, knowledge and experience match those required of a Tenancy Adjudicator. Accordingly, in addition to providing curriculum vitae, could you please provide details in relation to the following:

1. Why have you applied for the position of Tenancy Adjudicator?
2. What do you consider to be the role and work of a Tenancy Adjudicator?
3. What knowledge and experience to you have of adjudication, mediation or conflict management? Please provide details of any practical experience as well as courses attended, and qualifications obtained.
4. Provide details of the skills, experience or interests you have that you consider could be relevant to the work of an Adjudicator.
5. Provide the details of any experience you have of conducting hearings.

**TITLE:** **TENANCY ADJUDICATOR**

**Purpose of position:**

* To determine expeditiously and in accordance with the provisions of the Residential Tenancies Act 1986 and Unit Titles Act 2010, all disputes that are referred to the Tenancy Tribunal. Usually, parties present their own cases and hearings are held in local District Courts.

**Responsible to:**

* Principal Tenancy Adjudicator

**Principal working relationships:**

(Excluding direct reporting relationship)

* Court Manager and Service Manager local District Court/s.
* Tenancy Clerk, local District Court/s.
* Regional Manager, Ministry of Business Innovation & Employment and Team Leaders based in Auckland and Hamilton.
* Other Tenancy Adjudicators.

# Accountable for:

* The efficient and expeditious exercise of the jurisdiction of the Tribunal and exercising the Tribunal’s jurisdiction.
* Successful liaison with the Ministry of Justice and the Ministry of Business Innovation & Employment (Tenancy Services).
* Maintaining consistency of approach between the other local adjudicators and adjudicators nationally.

**Duties:**

* To exercise the jurisdiction of the Tenancy Tribunal in such place or places as the Principal Tenancy Adjudicator may from time to time direct, but primarily in the Tribunal located in Wellington.
* To resolve disputes between landlords and tenants of residential premises in a manner that is most likely to ensure the fair and expeditious resolution of disputes.
* To resolve disputes between parties who bring application to the tribunal under the provisions of the Unit Tiles Act 2010.
* To determine each dispute according to the general principles of the law relating to the matter and the substantial merits and justice of the case, but not being bound to give effect to strict legal rights or obligations or to legal forms or technicalities.
* To liaise with the other Adjudicators in the region, the Ministry of Justice, and the Ministry of Business Innovation & Employment.
* To carry out such other duties as required.

**Qualifications:**

* Barristers and/or solicitors, or persons who “by reason of special knowledge or experience” are considered capable “of performing and exercising the duties, functions and powers of a Tenancy Adjudicator”.

**Availability:**

* Must be available to sit as required on a part time basis. The approximate time commitment required is approximately one to two days per week. Being able to sit occasionally in other locations at short notice is helpful.

**Attributes and skills:**

* Ability to relate to and communicate with a wide range of people
* Ability to reason and analyse
* Ability to manage and control a hearing
* Ability to organise work efficiently
* Impartiality and fair mindedness
* Maturity and self-awareness
* Sensitivity to cultural differences
* Good oral and written communication skills
* Good numeracy skills
* Computer skills

# Term of appointment:

* Appointment is for a term of up to five years. Initial and ongoing training is provided

#### Remuneration:

* Adjudicators are currently paid $530.00 a day. Judicial Officers are catergorised as self-employed contractors for taxation purposes.