

**Position Title: AI and Legal Innovation Specialist**

Location: Invercargill based preferred during early implementation, consideration given to flexible /hybrid

Reports to: General Manager

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**Role Purpose**

The AI and Legal Innovation Specialist will help the firm safely, ethically, and practically explore and adopt artificial intelligence to improve efficiency, quality, and consistency of legal services.

This is a foundational role. The firm is at an early stage of AI adoption, and the successful candidate will act as a translator between technology and legal practice, guiding directors, lawyers, and support staff through what AI can (and cannot) do—without disrupting professional standards, confidentiality, or client trust.

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**Key Responsibilities****1. AI Exploration and Strategy**

- Identify practical, low-risk AI use cases relevant to legal practice (e.g. research support, document review, drafting assistance, workflow automation).
- Help the firm develop an AI roadmap that aligns with its size, culture, risk appetite, and client expectations.
- Stay informed on developments in legal AI tools and emerging best practice.

**2. Safe and Ethical Implementation**

- Assess AI tools for confidentiality, data security, privacy, and regulatory compliance.
- Work with directors and leadership to develop AI policies, guidelines, and guardrails.
- Ensure AI is used as a support tool, not a substitute for professional legal judgment.

### 3. Practice and Process Improvement

- Review existing workflows and identify where AI may reduce duplication, rework, or administrative burden.
- Pilot AI tools in a controlled, measurable way.
- Support incremental improvements rather than large-scale disruption.

### 4. Education and Change Support

- Provide plain-English guidance and training for lawyers and staff.
- Build confidence and capability across the firm, addressing concerns and misconceptions.
- Act as a trusted internal adviser on “Can we do this with AI?” questions.

### 5. Vendor and Tool Management

- Evaluate external AI vendors and platforms.
- Assist with procurement decisions and implementation planning.
- Monitor performance, adoption, and ongoing suitability.

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## **Skills and Experience**

### Essential

- Experience working with AI tools, digital transformation, or process improvement in a professional services or regulated environment.
- Strong ability to explain technical concepts clearly to non-technical audiences.
- Understanding of data security, confidentiality, and risk management.
- Practical, solutions-focused mindset.

### Desirable

- Experience in legal services, consulting, accounting, healthcare, or another regulated sector.
- Familiarity with legal technology platforms or document-based AI tools.
- Experience running pilots, training programmes, or change initiatives.

### **Personal Attributes**

- Trusted, measured, and professional.
  - Comfortable working with senior directors and sceptical stakeholders.
  - Curious, patient, and pragmatic.
  - Values ethics, judgement, and quality over hype.
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### **What Success in this Role Looks Like**

- Lawyers and staff feel more confident and informed about AI.
- Clear policies and guardrails are in place.
- A small number of AI tools are being used well and safely, with measurable benefits.
- AI adoption enhances—rather than threatens—the firm’s culture and professional standards.