



Abuse in Care

Royal Commission of Inquiry

Head of Research and Policy

The Abuse in Care Royal Commission is investigating the abuse and neglect of children, young people and vulnerable adults who were in the care of the State and faith-based institutions between 1959 and 1999.

The Inquiry is examining what happened and why and will make recommendations aimed at stopping this happening in the future.

Te Tiriti o Waitangi is the founding document of New Zealand and the Royal Commission is committed to applying the principles of Te Tiriti to the Inquiry - our terms of reference recognise the status of iwi and Māori under Te Tiriti, and ours is the first Inquiry of this nature that formally acknowledges its indigenous population in this way. The Inquiry will partner with Māori throughout the inquiry process and will give appropriate recognition to Māori interests, acknowledging the disproportionate representation of Māori (particularly of children and young people in care).

Our vision

Transforming the way, we as a nation, care for children, young people and vulnerable adults in our communities.

Our values



Fairness and balance



Independence and determination



Transparency



Aroha

To learn more about the Royal Commission visit www.abuseincare.org.nz

Role details

Business unit	Research and Policy	Directorate	Survivor Accounts, Research & Policy and Investigations
Reports to	General Manager, Survivor Accounts, Research, Policy and Investigations	Location	Wellington/Auckland

Survivor Accounts, Research, Policy and Investigations

The Survivor Accounts, Research & Policy and Investigations Directorate is responsible for engaging and supporting survivors, victims and witnesses throughout the course of the Inquiry, including compiling an account of abuse in care, including the collection of Survivor accounts through private sessions, research into the historical context in which abuse occurred, analysing survivor abuse themes and systemic issues and directing any investigations necessary to validate claims and ensure information collected is robust and complete. The Directorate also leads the development

of policy recommendations for the Royal Commission and works closely with the Legal and Investigation Teams to ensure the information collected, appropriately informs the formal hearings process.

What you'll do

The Head of Research and Policy is accountable and responsible for leading the Research and Policy contribution (including report writing for the final report) in support of this work. The Head of Research and Policy will work in multi-disciplinary teams to ensure that the Terms of Reference (ToR) are fulfilled and delivered on within budget and timeframes. In particular the Head of Research and Policy will be accountable for delivering work that meets the purpose and scope of the ToR clauses 10.1 to 10.7 and any other relevant clauses.

Under the direction of the General Manager Survivor Accounts, Research & Policy and Investigations, the Head of Research and Policy will work with the Research and Policy Managers to ensure timely and quality delivery of research and policy products, for the Inquiry and investigations.

The Head of Research and Policy will provide ongoing support for the logistical management of the Commission's project-based work. This includes tracking project status, timelines, deliverables, project requirements; preparing for meetings with Executive Leadership Team and the Commissioners and supporting and coordinating internal and external partners.

The Head of Research and Policy will oversee the preparation of policy studies, papers and other written communications on a variety of topics of importance relevant to the needs of the Commission.

The Head of Research and Policy will lead, and coach other members of the research and policy staff as required to ensure that high quality research and policy documentation and recommendations are produced.

Accountabilities	Responsibilities
Research Portfolio and Work Programme	<ul style="list-style-type: none"> ▪ Directs and oversees background research and analysis to support existing investigations, projects and proposals for new bodies of work; synthesizes research findings to identify and recommend best practices ▪ Directs and oversees collection and aggregation of data across databases, information sources, survey responses, and other data sources; ensures data quality; cleans and checks existing data for consistency and accuracy. ▪ Directs and oversees the development of data visualisations for diverse audiences that includes reports, charts, and/or graphs for varying documents, written and oral presentations for both internal and external audiences; collaborates with teams to design and help integrate data into the Commission approved format. ▪ Directs and oversees data standardisation processes; proactively identifies and proposes alternatives to improve the stability, performance, and accuracy of the data. ▪ Directs and oversees efforts to improve internal information tracking systems and enhances the research collaborations and communications on integrated activities with other members of the staff. ▪ Will be a key contributor in the writing of the findings of the reports that the Commission is tasked with delivering ▪ Contributes professional expertise and experience concerning research areas most relevant to the work the Commission is undertaking ▪ Directs and oversees the Commissions research, ensuring that it is managed in line with the research strategy and work plan to provide insight into survivor's accounts
Policy Portfolio and Work Programme	<ul style="list-style-type: none"> ▪ Directs and oversees background policy analysis to support existing investigations, projects and proposals for new bodies of work; synthesizes policy findings to identify and recommend best forward-looking practices and policies

	<ul style="list-style-type: none"> ▪ Directs and oversees the collection and aggregation of data across databases, information sources, survey responses, and other data sources; ensures data quality; cleans and checks existing data for consistency and accuracy. ▪ Directs and oversees the efforts to improve internal information tracking systems and enhances the policy collaborations and communications on integrated activities with other members of the staff. ▪ Key contributor in the writing of the findings of the reports that the Commission is tasked with delivering ▪ Contributes professional expertise and experience concerning policy areas most relevant to the work the Commission is undertaking ▪ Directs and oversees the Commissions policy work plan (pan Inquiry and Investigations) ensuring that it is managed in line with the policy strategy and work plan to provide insight and recommendations for reports
Report Writing Frameworks, Style Guide and Final Report	<ul style="list-style-type: none"> ▪ Directs and oversees the establishment of reporting frameworks and style guides that all reports conform to ▪ Directs and oversees the maintaining and updating the reporting frameworks to ensure relevance to all work that is being produced (pan Inquiry and individual investigations) ▪ A member of multi-disciplinary teams that are responsible for producing reports ▪ Key contributor to the development and writing of the final report
Multi- Disciplinary Team Leadership and Collaboration	<ul style="list-style-type: none"> ▪ The Investigations operating model is based on collaboration across all teams within the Inquiry. The lead for each Investigation is Lead Counsel and the Head of Research and Policy is responsible for ensuring that the work plans are resourced with appropriately skilled R&P advisors and that the work outputs are produced within the time, cost and quality criteria agreed. This is a key accountability of the Head of Research and Policy (as the operating model is set for the duration of the Inquiry) ▪ Directs and oversees the preparation and sign-off of all Research and Policy Steering Committee (RPSC) papers ▪ Voting Committee Member of the RPSC (and alternative Chair of the RPSC)
Advisory Councils and Ethical Standards; Other Duties	<ul style="list-style-type: none"> ▪ Directs and oversees the establishment of the necessary advisory panels and committees to ensure the Research and Policy work plans are actioned in an ethical manner ▪ Maintaining relationships with external research and policy experts that may want to contribute to the work of the Inquiry ▪ Establishing peer review processes and practices for work outputs before they are released publicly ▪ All other duties as required to successfully deliver the Inquiry ToR.
Te Tiriti o Waitangi	Support a focus within the Inquiry that is consistent with Te Tiriti o Waitangi.
Leadership	<p>As leaders, our role is to manage the performance of our teams, to develop their capability through coaching, mentoring, learning and development and actively sharing our knowledge and expertise. In addition to this we expect:</p> <ul style="list-style-type: none"> ▪ Regular one on one discussions to occur between leaders and their direct reports ▪ Undertaking of end of year performance discussions and ratings ▪ Responsive management and resolution of any non-performance related issues.
Risk Management	<ul style="list-style-type: none"> ▪ Comply with specific legislative requirements, adhere to the Royal Commission’s policies and procedures, and report or escalate risks, issues and events. ▪ Maintain a strict sense of professional ethics, confidentiality and privacy, and abiding by the public service Code of Conduct.

Health, safety and wellbeing	<p>1. Anybody that has responsibility for a person/s must comply with the requirements of the Commission’s health and safety policies. It is an expectation that this will include:</p> <ul style="list-style-type: none"> ▪ Communicating health and safety expectations with workers and enable participation in training; ▪ Monitoring compliance and ensure the accurate reporting, recording and investigation of workplace incidents; ▪ Supporting the early return to work of employees following injury or illness; ▪ Upholding health and safety standards in the workplace and foster active worker participation in health and safety. <p>2. Everyone is required to:</p> <ul style="list-style-type: none"> ▪ Take reasonable care for their own health and safety ▪ Take reasonable care that they do not adversely affect the health and safety of other people ▪ Co-operate with any reasonable workplace policy or procedure that has been communicated ▪ Comply, with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations.
Travel	Travel will be required for this role.

Qualifications and experience

Qualifications	<ul style="list-style-type: none"> ▪ University qualification essential in either policy or research related degree
Experience and knowledge	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> ▪ The role of leading research and/or policy teams that have delivered complex work programmes that have informed outcomes that are consistent with strategies or meeting terms of reference within demanding timeframes and budgetary environments ▪ All aspects of communications including written, oral and relationship management. ▪ Demonstrated understanding of and experience working in accordance with the Te Tiriti o Waitangi and its principles ▪ Proven ability to work with Research and Policy Managers to ensure timely and quality delivery of research and policy products, for the Inquiry and its investigations ▪ Strong understanding of policy and legislative environments ▪ Strong and demonstrated experience in leadership capability ▪ Demonstration of strategic planning essential ▪ Stakeholder engagement skills essential ▪ Project management skills and experience essential.
Variations to Duties	<p>Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.</p>
Inclusion and Diversity	<p>Here at the Royal Commission, we foster relationships with all people, including Māori, Pacific People, LGBTIQ+, and disabled communities.</p> <p>Your work life balance is important to us. We acknowledge that non-standard working practices can often be a preferable way for people to work to help them</p>

maintain a healthy work-life balance. We will proactively work with you to make your flexible working arrangement work where possible.

Role dimensions

Reports and cure

Direct reports 4 Indirect reports 20

Financial Delegations: Within approved annual operating budgets Non-Financial Delegations: Nil

Key relationships

<p>Internal</p> <ul style="list-style-type: none"> ▪ Commissioners ▪ Executive Leadership Team ▪ Counsel Assisting ▪ Senior Managers ▪ Investigation Teams ▪ Treaty Engagement Team ▪ Other Royal Commission staff ▪ Internal Clients 	<p>External</p> <ul style="list-style-type: none"> ▪ Statutory bodies and other agencies associated with the Inquiry ▪ Ethical Bodies and Authorities ▪ Survivors and Victims ▪ Advocacy Groups ▪ Subject Matter experts (such as University Academics)
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Your success profile for this role

At the Royal Commission, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [People Leader](#)

Keys to Success:

- Setting expectations
- Encouraging innovation
- Building effective teams
- Identifying talent and developing others
- Motivating others to achieve results
- Developing business acumen

Last reviewed

January 2021