



Abuse in Care

Royal Commission of Inquiry

Investigation Report Writer

The Royal Commission of Inquiry into Abuse in Care in State and Faith based Institutions was established in February 2018. The Inquiry is investigating the abuse and neglect of children, young people and vulnerable adults who were in the care of State and faith-based institutions in New Zealand between 1950 and 1999; and examining ways to stop further abuse.

Te Tiriti o Waitangi is the founding document in New Zealand. This is the first Inquiry internationally that acknowledges its indigenous population through Te Tiriti o Waitangi. Māori make up over half of all children in care during the period under inquiry and the Royal Commission is committed to meaningfully applying the principles of Te Tiriti o Waitangi and recognises that there was and still remains a disproportionate number of Māori in care and this inquiry requires a focus that is consistent with Te Tiriti o Waitangi.

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	Investigations	Directorate	Survivor Accounts, Research, Policy and Investigations
Reports to	Deputy Solicitor Assisting	Location	Wellington/Auckland

The Investigation Report Writer role sits in a multidisciplinary Investigations team or teams of the Survivor Accounts, Research, Policy and Investigations directorate. The Investigations teams conduct and manage the Inquiry's investigations work. They are staffed with members drawn from the Legal and Investigations, Research and Policy, Treaty Engagement and Community Engagement teams of the Inquiry. Counsel Assisting lead investigation teams together with Senior Solicitors (Investigation Leads) and are accountable to Senior Counsel Assisting and Commissioners for the delivery of investigation reports.

In this role, you will be designated as the Investigation Report Writer, which may involve undertaking the report writing for a specific investigation and/or assisting from time to time with report writing for more than one investigation team.

Initials _____

You will be working as part of an Investigation team or teams and will be supported by the members of that Investigation team or teams. You will work to and take direction from the Investigation Leads, and you will report directly to the Deputy Solicitor Assisting, who, with the Solicitor Assisting, leads the Legal and Investigations team.

What you'll do

While the Lead Counsel Assisting 'holds the pen' on investigation report/s, the Investigation Report Writer is responsible for supporting the Investigation Leads (Lead Counsel Assisting and Senior Solicitor) and members of the multi-disciplinary investigation teams to plan, draft, review and deliver their investigation report/s. The role involves partnering and collaborating with others to deliver the reports. You will work closely with colleagues across the Inquiry to ensure reports are informed by the breadth of the Inquiry's work and to synthesise the Inquiry's findings. These include findings from case studies and kaupapa inquiries; public hearings; private sessions analysis; Treaty engagement; community engagement; roundtables, hui, wānanga and fono; and other research and policy work. You will also work in close collaboration with the Research and Policy team, which is responsible for the overall reporting framework and final report.

Accountabilities	Responsibilities
Report writing	<ul style="list-style-type: none"> ▪ Assist the Investigation Leads to plan, draft, review and deliver investigation report/s ▪ Clarify broad content and structure of the report/s in consultation with Investigation Leads and other members of the Investigation team or teams, as well as other investigation teams as necessary ▪ Attend public hearings, roundtables, hui, wānanga and fono, and any other form of information gathering, as required to ensure awareness and knowledge of all relevant evidence and information ▪ Coordinate and oversee drafting by members of the Investigation team or teams, as required ▪ Ensure accuracy and consistency in report writing by using the reporting process and style guidance, collaborating with other Investigation Report Writers, and complying with the quality assurance process of the Inquiry.
Manage report production	<ul style="list-style-type: none"> ▪ Work with Investigation Leads to manage the drafting, editing and production of the investigation report/s in line with the Inquiry report writing and quality assurance processes ▪ Work with Investigation Leads to externally commission additional report writing or editing work if required.
Collaboration and teamwork	<ul style="list-style-type: none"> ▪ Work closely and collaboratively with colleagues across the Inquiry to ensure reports are informed by the breadth of its work ▪ Work closely and collaboratively as part of an investigation team or teams to ensure the timely delivery of the investigation report/s ▪ Work closely and collaboratively as part of a 'virtual team' of report writers, sharing expertise, capacity, lessons learnt and collaborating on interdependencies across reports ▪ Collaborate with Research and Policy and Legal and Investigations teams to ensure compliance with the reporting framework ▪ Work with others, including the Treaty Engagement, Community Engagement, Wellbeing, Survivor Accounts and Investigations teams to build a strong Te Tiriti o Waitangi approach across the work of the Commission.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ Support a focus within the Inquiry that is consistent with Te Tiriti o Waitangi.
Risk Management	<ul style="list-style-type: none"> ▪ Comply with specific legislative requirements, adhere to the Inquiry'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 and safety	<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 its health and safety obligations.
-------------------	--

Qualifications and experience

Qualifications	<ul style="list-style-type: none"> ▪ University qualification in law, research, policy or a related degree with relevant experience.
Experience and knowledge	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> ▪ Report writing, analysis and synthesis of complex material across disciplines ▪ All aspects of communications including written, oral, interpersonal and relationship management ▪ Teamwork in a collaborative environment ▪ Coordination and project management ▪ Confidence in cultural and disability approaches, including tikanga Māori ▪ Understanding and experience relevant to specific investigations, for example Te Tiriti experience ▪ The role of the public service, the machinery of government and the independent role of a Royal Commission.
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 maintain a healthy work-life balance. We will proactively work with you to make your flexible working arrangement work where possible.</p>
Travel	<p>May be required.</p>

Role dimensions

Reports

Direct reports	Nil	Indirect reports	Nil
Financial Delegations:	Nil	Non-Financial Delegations:	Nil

Key relationships

Internal	<ul style="list-style-type: none">▪ Commissioners▪ Managers▪ Other Royal Commission employees▪ Internal Clients	External	<ul style="list-style-type: none">▪ Statutory bodies and other agencies associated with the Department
----------	--	----------	--

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 [Specialist](#).

Keys to Success:

- Collaborating
- Communicating effectively
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Technical and specialist learning

Last reviewed

January 2021