# Planning and Support Lead

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| The Royal Commission of Inquiry into Abuse in Care in State and Faith based Institutions was established in February 2018. The Inquiry will investigate 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 examine 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. | | | |
| 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**

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| Role details | | | |
| **Business unit** | Programme Management | **Directorate** | Support Services |
| **Reports to** | Programme Manager | **Location** | Wellington/Auckland |
| Support ServicesOur Support Services directorate comprises HR, Office Management, Property and Security, ICT, Procurement and Programme Management functions.We provide ancillary activities to enable the efficient and effective delivery of the Royal Commission’s programme of work. | | | |

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| What you’ll do | |
| The Royal Commission’s work has been divided in to a series of investigation topics that, when combined, will answer the Terms of Reference for the Commission. Each investigation is led by an assigned Counsel Assist.  The purpose of this role is to work collaboratively with the Lead Counsel Assist to ensure that the investigation is appropriately planned, resourced and managed and that the investigation programme steering committee and the commissioners receive assurance and reporting regarding the investigation.The role will assist the Lead Counsel Assist responsible for the investigation topic to ensure that investigation projects are delivered on time and to budget and that issues are escalated and resolved as necessary. This role will work closely with Counsel Assist and will have responsibility for the successful initiation, planning, design and monitoring of projects as they relate to the various investigations being carried out by the Royal Commission. | |
| **Accountabilities** | **Responsibilities** |
| Project Delivery | * Work with the Lead Counsel Assist to manage the successful delivery of assigned investigation topics of work relating to a stream/s of investigative work * Provide appropriate project oversight, control and support, in terms that are meaningful to the Royal Commission * Assist with the monitoring of progress against work programme deliverables; proactively anticipate and manage risks; and provide timely feedback to Programme Manager * Adhere to key project management standards, guidelines, processes, roles and responsibilities (e.g. risk management, planning, progress tracking, documentation and controls) * Ensure issues are escalated to the Investigation Steering Committee in a timely manner for resolution |
| Financial Management | * Ensure that delivery of project outputs meets programme requirements, and is to the appropriate quality, on time and within budget * Reporting regularly to the Programme Manager on the status of assigned investigation streams |
| Counsel Assist and Stakeholder Engagement | * Work with the Lead Counsel Assist to develop a plan and programme of work for the investigation stream(s) * Work closely with the Lead Counsel Assist to provide any support as required * Proactively lead the dissemination and sharing of information with various groups internally and externally * Works with Finance, Procurement, HR, ICT and others within the Secretariat, on behalf of Lead Counsel Assist as necessary to support the investigation team |
| Project Leadership | * Proactively adopt and exhibit behaviours that are consistent with the Royal Commission value statements * Lead the use of appropriate project methodology and project management disciplines within the investigation * Contribute to the continuous improvement and refinement of the systems used across the Royal Commission |
| Work Management | * Manage own workload to meet agreed deadlines * Manage a variety of tasks concurrently, show flexibility, and the ability to re-prioritise work load * Maintain a high standard of personal integrity in all matters * Contribute to other areas of the work programme as agreed with the Programme Manager * All other duties as required. |
| Te Tiriti o Waitangi | * Support a focus within the Inquiry that is consistent with Te Tiriti o Waitangi. |
| Risk Management | * 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 and safety | * 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. |

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| Qualifications and experience | |
| **Qualifications** | * Related tertiary or professional qualification in project management (or equivalent experience). |
| **Experience and knowledge** | Strong demonstrable knowledge of and experience in:   * The role of the public service, the machinery of government and the independent role of a Royal Commission. * All aspects of communications including written, oral and relationship management. * Confidence in cultural and disability approaches including tikanga Māori * High level of stakeholder engagement skills * Project Management or Project Support experience * Experience using Project Management methodologies * Planning, scheduling, risk management experience * Financial and budgeting experience * Analytical and problem-solving skills * Strong written and verbal communication skills |
| **Variations to Duties** | 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. |
| **Inclusion and Diversity** | Here at the Royal Commission, we foster relationships with all people, including Māori, Pacific People, LGBTIQA+, and disabled communities.  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. |
| **Travel** | May be required. |

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| Role dimensions | | | | | |
| **Reports** | | | | | |
| Direct reports | | Nil | Indirect reports | | Nil |
| Financial Delegations: | | TBD | Non-Financial Delegations: | | TBD |
| **Key relationships** | | | | | |
| Internal | * Counsel Assisting * Senior Managers * Other Royal Commission employees | | External | * 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](https://dms.dia.govt.nz/DMS/Active/bsr.nsf/0/A9C779153BFB7200CC257D09006F172A/$file/4063613DA%20-%20DIA_Profile_Specialist_v7.pdf). | | | **Keys to Success:**   * Problem solving * Critical thinking * Interpersonal savvy * Navigating complexity * Communicating with influence * Technical and specialist learning | | |
| Last reviewed | | | September 2020 | | |