



Abuse in Care

Royal Commission of Inquiry

Private Sessions Facilitator

The Royal Commission of Inquiry into Abuse in Care 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

Role details

Business unit	Survivor Accounts	Directorate	Survivor Accounts, Research, Policy and Investigations
Reports to	Manager Private Sessions	Location	Auckland

Survivor Accounts, Research, Policy and Investigations

The Survivor Accounts, Research and Policy and Investigations directorate is made up of four business Units:

- Survivor Accounts (Contact and Support Centre, Survivor Wellbeing and Private Sessions)
- Research and Policy
- Legal and Investigations
- Community Engagement

The purpose of the directorate is to provide support and services to survivors, victims and stakeholders that ensure the Royal Commission fulfils its obligations under the Terms of Reference.

Survivor Accounts Unit

Survivor Accounts is made up of three teams: Contact and Support, Private Sessions and Wellbeing teams. These three teams provide the 'front door' to the inquiry for survivors wishing to engage with the Commission.

Survivors register with the Contact and Support team and are given options on how they might like to be a part of the inquiry. The Contact and Support team support survivors in their journey through the Commission to ensure that they have all the information they need to participate through their preferred method.

The Wellbeing team are responsible for both internal and external wellbeing at the Commission. They support survivors engaging with the inquiry and will work with survivors to put together a package of care to suit individual needs and values. Internal wellbeing initiatives and support is also provided to staff at the Commission.

The Private Sessions team provide support to Commissioners to enable them to hear the experiences of survivors in one-on-one or group settings across the country. Sessions can be held in person, or via Zoom and the team are responsible for recording the session and capturing data required for the Research, Legal and Investigations teams. The Private Sessions team also support Community Engagement and Treaty Engagement to collaborate with various survivor cohorts.

What you'll do

Private Session Facilitators will support Commissioners to hear the experiences of survivors through confidential and private face-to-face meetings, group meetings and other forum which survivors may request, for example, via Zoom. This can include providing wellbeing support to survivors before, during and after their private session. Private Session Facilitators can support survivors with the written accounts process. Private Session Facilitators may also be involved in supporting hard to reach survivor cohorts.

Accountabilities	Responsibilities
Private Session Support	<ul style="list-style-type: none">Support Commissioners to conduct private sessions with survivors by facilitating the session including the collection of survivor dataSupport the Manager Private Sessions to develop high quality and strategic advice for the Head of Survivor Accounts to support the delivery of outcomes for survivors, victims and other impacted parties through the Royal Commission work programmeProvide wellbeing support to survivors before, during and after their private sessionsDetailed note-taking at private sessions for research and legal/investigation purposesUpdate of survivor records in a timely manner following private sessionsPreparation of documentation to support private sessionsSupport the Contact and Support team to answer calls as and when required
Relationship Management	<ul style="list-style-type: none">Work closely with the Contact and Support team to ensure the needs of the session participants are being met appropriatelyWork closely with the Wellbeing team to ensure that any survivor wellbeing needs are identified and managedWork closely with the Directorate to ensure a coordinated and informed approach across the four core functions: community engagement, contact and support, private sessions and wellbeing.
Collaboration	<ul style="list-style-type: none">Collaborate with the Community Engagement and Treaty Engagement teams to help facilitate the engagement of survivors with the CommissionCollaborate with the Research function to accurately record and analyse the information gathered from survivor's accountsCollaborate with the Public Hearings function to ensure information from survivor's accounts is appropriately considered by the investigations team

Logistical support	<ul style="list-style-type: none"> Assist in the coordination of logistics required to conduct a programme of private and group sessions across New Zealand in a variety of different venues
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 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	<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	<ul style="list-style-type: none"> Availability to travel throughout New Zealand, with occasional weekend travel required (usually on a Sunday afternoon).

Qualifications and experience

Qualifications	<ul style="list-style-type: none"> A wellbeing, legal, policy/research background is advantageous
Experience and knowledge	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> Experience of listening to sensitive information in a confidential listening environment Experience of providing wellbeing support All aspects of communications including written, oral and relationship management The role of the public service, the machinery of government and the independent role of a Royal Commission. Demonstrated excellent organisational, information management and analytical skills Confident in cultural and disability approaches including tikanga Māori Strong interpersonal communication skills
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>

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"> ▪ Survivors ▪ Commissioners ▪ SARPI ▪ Treaty Partnerships ▪ Senior Managers ▪ Other Royal Commission employees ▪ Internal Clients 	External	<ul style="list-style-type: none"> ▪ Survivors ▪ Commissioners ▪ Community organisations ▪ Statutory bodies and other agencies associated with the Department
Your success profile for this role			
<p>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.</p>		<p>Keys to Success:</p> <ul style="list-style-type: none"> ▪ Interpersonal savvy ▪ Communicating with influence ▪ Problem solving ▪ Critical thinking ▪ Navigating complexity ▪ Technical and Specialist learning 	
Last reviewed		August 2020	