



# Abuse in Care

## Royal Commission of Inquiry

### Translator

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](http://www.abuseincare.org.nz)

### Role details

<b>Business unit</b>	Treaty Engagement	<b>Directorate</b>	Treaty Engagement
<b>Reports to</b>	GM, Treaty Engagement	<b>Location</b>	Wellington

The Royal Commission is committed to the principles of Te Tiriti o Waitangi and the Treaty Engagement team brings a kaupapa, tikanga and te reo Māori focus to the development of the Inquiry work programme.

### What you'll do

You will provide professional translation, interpretation and other language services including quality assessment, typesetting, transcription, editing, formatting and proofreading translations of documents and other written material from English to the Māori language or from Māori to the English language. You will also contribute to cultural advice as part of the Treaty Engagement team, and wider secretariat.

Accountabilities	Responsibilities
Translation services	<ul style="list-style-type: none"> <li>▪ Provide high quality professional translation services to stakeholders</li> <li>▪ Provide translation support to investigations and hearings work, as required</li> <li>▪ Respond to demand driven work, as required, by the GM, Treaty Engagement</li> <li>▪ Translating written submissions, transcripts or excerpts for written material relating to the Commission of Inquiry into Abuse in Care</li> <li>▪ Ensure that technical terms are correctly translated</li> <li>▪ Reviewing or editing translations for quality and appropriateness having regard to the context, grammar, orthographic conventions and any feedback received</li> <li>▪ Preparation through reading, briefings or asking questions before undertaking translations</li> <li>▪ Interpreting oral words and phrases at the time they are spoken</li> <li>▪ Translating between English and Māori wording in any documents or written material from the Directorate or Commissioners. For example, letters, memos, emails, notices, pamphlets, booklets, or web pages</li> <li>▪ Provide assistance in the development of te reo Māori documents, phrases, headings or words</li> <li>▪ Ensure all standards, requirements, targets and deadlines are met</li> <li>▪ Reviewing and providing feedback on any translated material relating to the Commission of Inquiry into Abuse in Care</li> <li>▪ All other duties as required.</li> </ul>
Public Hearings Translation services	<ul style="list-style-type: none"> <li>▪ Provide assistance with live/real time translating/interpreting at Hearings and other settings, coordinating translators as required</li> <li>▪ Translating transcripts from English to Māori from the Public Hearings</li> <li>▪ Translating written submissions or excerpts from the Public Hearings</li> <li>▪ Translating briefs of evidence from the Public Hearings</li> <li>▪ Translating from Māori to English anything from the Public Hearings, and any documents or written material from the Directorate or Commissioners.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>▪ Manage relationships with external entities, as required</li> <li>▪ Work collaboratively and contribute to a Treaty approach across the Royal Commission</li> <li>▪ Work collaboratively with the wider Treaty Engagement directorate support to strengthen cultural and trauma informed approaches.</li> </ul>
Outsourced Translation Services	<ul style="list-style-type: none"> <li>▪ Estimating the time and associated costs of carrying out translations</li> <li>▪ Liaise with contract translators and internal clients to ensure client requirements are met.</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Support a focus within the Inquiry that is consistent with Te Tiriti o Waitangi.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>▪ Travel will be required as part of this role.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>▪ Comply with specific legislative requirements, adhere to the Royal Commission’s policies and procedures, and report or escalate risks, issues and events.</li> <li>▪ Maintain a strict sense of professional ethics, confidentiality and privacy, and abiding by the public service Code of Conduct.</li> </ul>
Health and safety	<ul style="list-style-type: none"> <li>▪ Take reasonable care for their own health and safety</li> <li>▪ Take reasonable care that they do not adversely affect the health and safety of other people</li> <li>▪ Co-operate with any reasonable workplace policy or procedure that has been communicated</li> <li>▪ Comply, with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations.</li> </ul>

## Qualifications and experience

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Tertiary or professional qualification in the Māori and English languages or equivalent is very desirable</li> <li>▪ A NAATI Translator or equivalent qualification is desirable.</li> </ul>
<b>Experience and knowledge</b>	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> <li>▪ Minimum of three years' experience in a kaupapa Māori role.</li> <li>▪ Fluency in te reo me ōna tikanga, and the English language</li> <li>▪ An ability to thrive in an environment that is politically charged and of high public interest.</li> <li>▪ High level of resilience and self-care.</li> <li>▪ Team player, empathetic and sensitive to the needs of others.</li> <li>▪ Attention to detail and personal and professional integrity</li> <li>▪ The role of the public service, the machinery of government and the independent role of a Royal Commission.</li> <li>▪ All aspects of communications including written, oral and relationship management.</li> <li>▪ Confidence in cultural and disability approaches including tikanga Māori.</li> </ul>
<b>Variations to Duties</b>	<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>
<b>Inclusion and Diversity</b>	<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

<b>Reports</b>			
Direct reports	Nil	Indirect reports	Nil
Financial Delegations:	Nil	Non-Financial Delegations:	Nil
<b>Key relationships</b>			
Internal	<ul style="list-style-type: none"> <li>▪ Members in the Treaty Engagement Team</li> <li>▪ Executive Leadership Team</li> <li>▪ Commissioners</li> <li>▪ Other Royal Commission employees</li> <li>▪ Investigations team</li> </ul>	External	<ul style="list-style-type: none"> <li>▪ Statutory bodies and other agencies associated with the Department</li> <li>▪ Māori Stakeholders and Key Influencers</li> <li>▪ Senior Leadership and relevant staff in government agencies</li> </ul>

### 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:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity

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- Communicating with influence
  - Technical and specialist learning

Last reviewed

November 2020