



# Abuse in Care

## Royal Commission of Inquiry

### Associate Executive Director - Business Support

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 1950 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>	Business Support	<b>Directorate</b>	Business Support
<b>Reports to</b>	Executive Director	<b>Location</b>	Wellington

#### Business Support Directorate

The Business Support Directorate provides Finance, Events and Logistics, HR including Recruitment and Health Safety and Wellbeing, ICT, Information Management, Procurement, Property and Security, and Transition Planning services to the Commission. The Directorate's purpose is to support the effective delivery of the Royal Commission's programme of work.

## What you'll do

The Associate Executive Director – Business Support is responsible for overseeing the planning and delivery of services that enable the Commission to carry out its mahi. The Associate Executive Director is required to make strategic level decisions to ensure that business support services are available at the appropriate level at each stage of the Commission's work programme.

The Associate Executive Director – Business Support oversees the provision of financial information to the Adminstrating Agency (DIA) as required and for statutory and monthly management reporting purposes. The role is also responsible for overseeing the development of and monitoring of the Commission's budgets.

The Associate Executive Director – Business Support is also responsible for ensuring that the Commission's ICT and Information Management needs are provided for and that the Commission meets its obligations in relation to the prudent management of information, and the proper retention/destruction of documentation.

The Associate Executive Director – Business Support also responsible for ensuring that corporate services such as procurement and human resources meet the requirements of the Adminstrating Agency (DIA) and are exemplars of best practice.

Accountabilities	Responsibilities
Strategic leadership	<ul style="list-style-type: none"> <li>▪ Provide strategic leadership and direction for the Business Support directorate.</li> <li>▪ Lead the strategic thinking, operational management and delivery of the Directorate's service programme.</li> <li>▪ Provide direction on the effective management and development of team members.</li> <li>▪ Work with the General Manager, Treaty Partnerships to ensure that the principles of Te Tiriti o Waitangi are applied throughout the Directorate's work programme.</li> <li>▪ Work closely with the Executive Director, Director of the ED's Office and Associate Executive Director – Operations to ensure that the directorate's programme of work is aligned with the needs of the inquiry.</li> <li>▪ Develop a Directorate operating plan that focuses on cost effectiveness and target achievement.</li> <li>▪ Work closely with the ELT to lead change management initiatives to ensure implications are fully scoped and are integrated into strategic planning initiatives.</li> <li>▪ Lead the Directorate to ensure the delivery of consistent, high quality services on an ongoing basis.</li> </ul>
General Management	<ul style="list-style-type: none"> <li>▪ Develop strategies and work programmes for the Directorate, with supporting measurement, monitoring and reporting mechanisms.</li> <li>▪ Ensure that the Directorate's work programme is aligned with the Royal Commission's strategic direction and <i>Tō Tātou Mahere</i> and its underlying plans.</li> <li>▪ Monitor and adjust work programmes through the agreed processes to enable the Directorate to adapt to changing circumstances.</li> <li>▪ Regularly monitor and report on progress towards achievement of plans and strategies.</li> <li>▪ Manage expenditure and resources in line with approved guidelines, budget, deadlines and reporting requirements, with a focus on driving cost effectiveness in the Commission.</li> <li>▪ Provide regular reporting to the Executive Director and Commissioners.</li> </ul>
Finance	<ul style="list-style-type: none"> <li>▪ Oversee development of a Finance plan for the life of the Commission</li> <li>▪ Oversee development of the Commission's budget</li> <li>▪ Oversee preparation and presentation of all statutory and management reporting</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Oversee the Commission’s financial procedures and controls including for procurement of goods and services, ensuring that they meet public sector and Administering Agency requirements.</li> </ul>
ICT and Information Management	<ul style="list-style-type: none"> <li>▪ Develop and oversee a plan for the life of the Commission</li> <li>▪ Oversee the provision of day to day support to the Commission on all information technology matters</li> <li>▪ Managing the relationship with the Administering Agencies’ ICT team, ensuring that the Commission has the technology and Services in place to effectively deliver on the mandate of the Commission</li> <li>▪ Ensure that the Commission has fit for purpose systems that provide for appropriate security and integrity of information held</li> <li>▪ Provide proactive support to the teams within the Commission, to improve service delivery and business process; and</li> <li>▪ Ensure compliance with the Public Records Act.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>▪ Develop and oversee a People plan for the life of the Commission;</li> <li>▪ Oversee the provision of a best practice HR support service to the Commission including the provision of recruitment, induction, development, remuneration and employment relations advice and services</li> <li>▪ Oversee the provision of appropriate HR reporting to management and the Administering Agency</li> <li>▪ Ensure that the Administering Agencies’ requirements in relation to people management are met</li> <li>▪ Deliver fit for purpose health, safety and wellbeing advice and services to the Commission, ensuring that the Commission’s operations are carried out safely and that employee’s wellbeing is protected.</li> </ul>
People leadership	<ul style="list-style-type: none"> <li>▪ Lead the implementation of initiatives to define and strengthen the culture of the Commission;</li> <li>▪ Develop an effective and cohesive team that supports the Royal Commission to deliver on its Terms of Reference;</li> <li>▪ Provide effective leadership and support to the team, modelling the behaviours and values expected within the Commission;</li> <li>▪ Ensure that the behaviours modelled strengthen our culture;</li> <li>▪ Provide appropriate development, mentoring, coaching, feedback and training opportunities to enable staff to perform to their potential;</li> <li>▪ Ensure the Business Support Directorate incorporates appropriate Māori Tikanga in its work.</li> </ul>
Events and logistics	<ul style="list-style-type: none"> <li>▪ Oversee the delivery of events to ensure events deliver intended outcomes and the needs and reasonable expectations of stakeholders including survivors are met.</li> <li>▪ Oversee event plans to ensure the safety of survivors, Commissioners and Commission personnel and event participants.</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>▪ Oversee the acquisition of goods and services to meet the needs of the Commission.</li> <li>▪ Monitor acquisition budgets to ensure appropriate use of Commission resources.</li> </ul>

Property and security	<ul style="list-style-type: none"> <li>▪ Oversee the provision of suitable accommodation and property services for the Commission's operations</li> <li>▪ Liaise with the Adminstrating Agency with regard to major property decisions</li> <li>▪ Oversee the provision of security services to manage risks to Commissioners and Commission personnel, survivors and other stakeholders</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Carries out duties in ways that are consistent with, and honors the Commission's commitment to, Te Tiriti o Waitangi and demonstrates a good understanding of the expectations of iwi / Māori within the context of the Commission's mahi</li> </ul>
Travel	<ul style="list-style-type: none"> <li>▪ Travel may 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>▪ A minimum of five years' experience in an organisation providing advice across senior leadership groups</li> </ul>
<b>Experience and knowledge</b>	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> <li>▪ Strategic level leadership across multiple disciplines in a medium size organisation</li> <li>▪ Knowledge of the role of the Public Service, machinery of government and the independent role of a Royal Commission</li> <li>▪ Leading teams to develop and implement operating plans</li> <li>▪ All aspects of communications including written, oral and relationship management.</li> <li>▪ Highly developed knowledge of Te Tiriti o Waitangi and of its application in the Public Service</li> <li>▪ Confidence in cultural and disability approaches including tikanga Māori</li> <li>▪ Experience in working across complex organisations and building wide support.</li> <li>▪ Experience in team building and building and sustaining relationships.</li> <li>▪ Experience in providing policy documents to a high level.</li> <li>▪ A team player that supports their colleagues when required.</li> <li>▪ The role of the public service, the machinery of government and the independent role of a Royal Commission.</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>The Commission welcomes and celebrates diversity and seeks to provide equal opportunities for all people including Māori, Pacific People, LGBTITQA+, and disabled communities to participate in the work of the Commission.</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	6	Indirect reports	20
Financial Delegations:	Nil	Non-Financial Delegations:	Nil
<b>Key relationships</b>			
Internal	<ul style="list-style-type: none"> <li>▪ Executive Director</li> <li>▪ Executive Leadership Team members</li> </ul>	External	<ul style="list-style-type: none"> <li>▪ DIA Personnel</li> </ul>

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- Senior Managers
  - Other Royal Commission employees
  - Commissioners
  - Counsel Assist

- Statutory bodies and other agencies associated with the Department
- Major goods and service providers

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Last reviewed

September 2021

Approved CA ED 1/10/21