



# Abuse in Care Royal Commission of Inquiry

## Chief Advisor - Disability

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 nineteen fifty and nineteen ninety-nine.

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).

Human rights, beginning with respect for the inherent dignity of every person in care, those whom we engage with or work with, is reaffirmed by our Terms of reference. Aotearoa New Zealand has international obligations covering proper treatment in care; including relevant standards on the prevention of and responses to abuse. The Royal Commission will use a human rights approach, ensuring non-discrimination, the participation and empowerment of affected people, and prioritising the rights of the most vulnerable.

### Our vision

Transforming the way, we, as a nation, care for children, young people and vulnerable adults in our communities.

### Our values

<b>Fairness and balance</b>	<b>Independence and determination</b>
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To learn more about the Royal Commission visit [www.abuseincare.org.nz](http://www.abuseincare.org.nz)

### Role details

<b>Business unit</b>		<b>Directorate</b>	Office of the Executive Director
<b>Reports to</b>	Director – Office of the ED	<b>Location</b>	Wellington
<b>Direct reports</b>	Nil	<b>Indirect reports</b>	Nil
<b>Financial Delegation</b>	Nil	<b>Non-Financial Delegations</b>	Nil

## Office of the Executive Director

The Office of the Executive Director provides strategic advice, planning and reporting capability, effective engagement with corporate functions, risk and assurance services and manages the relationships with and servicing of Te Taumata and the Survivor Advisory Group of Experts, also called SAGE. The office is also responsible for providing advice that enables decisions made by the Executive Leadership Team to maximise participation of affected groups including the disability community, Māori and Pacific people.

The directorate is also responsible for ensuring that the Commission meets its accountability requirements and wider Branch and Department of Internal Affairs responsibilities, along with managing the provision of professional support to the Executive Director to ensure that the Commission is meeting its statutory obligations.

### What you'll do

The purpose of this role is to bring the experiences and strategic views of Aotearoa New Zealand's disability sector to the work of the Commission. The Chief Advisor - Disability will provide advice to the Royal Commission Executive Leadership Team and Commissioners about historical learning, current challenges and emerging trends in the disability sector as they relate to the work of the Commission. The Chief Advisor may wish to recommend changes to support the Royal Commission in achieving its Terms of Reference.

Disabled people includes everybody with specific rights under the Convention on the Rights of Persons with Disabilities. This includes people with physical, sensory, deaf, people who have experienced psychiatric care, intellectual (learning) and neuro-diverse impairments.

<b>Accountabilities and Responsibilities</b>	
Advisory - Commission	<ol style="list-style-type: none"> <li>1. Work with the Commissioners and the Executive Leadership Team to ensure an understanding of the Convention on the Rights of Persons with Disabilities (CRPD) Articles and disability rights issues relevant to this Inquiry.</li> <li>2. Work with the other Chief Advisors (Māori, Pacific) to provide strategic advice to the Executive Director and Commissioners on areas that could be investigated and form draft recommendations to support fulfillment of the Terms of Reference.</li> <li>3. Work with the other Chief Advisor (Māori, Pacific) to ensure intersectional needs and perspectives (including those of tangata whaikaha and tangata whaiora) are addressed</li> <li>4. Advise and assist Associate Executive Directors to align strategic and operating plans with the needs of people with disabilities to enable their full participation.</li> <li>5. Advise and assist Commissioners and Commission personnel on ways of ensuring that the Commission’s communications, facilities and mahi are accessible to people with disabilities.</li> <li>6. Advise and assist Commissioners and Commission personnel to provide safe pathways and spaces for survivors who are disabled.</li> <li>7. Advise and assist Counsel Assist to facilitate full and effective participation of survivors with disabilities.</li> <li>8. Work with all Directorates within the Commission to support the visibility of disability rights and issues.</li> </ol>
Advisory – Community	<ol style="list-style-type: none"> <li>1. Identify and engage key disability community leaders and influencers in the vision and work of the Commission.</li> <li>2. Through engagement with disability community sector leaders and organizations, encourage the participation of</li> </ol>

	<p>people with disabilities in the Commission’s mahi and programme.</p> <p>3. Reflect the needs, views and experiences of representatives of disabled communities back to the Commissioners and Executive Leadership Team.</p>
Te Tiriti o Waitangi	<p>1. Carry out duties in ways that are consistent with, and honour the Commission’s commitment to, Te Tiriti o Waitangi.</p>
Human Rights	<p>1. Carry out duties in ways that are consistent with the Human Rights Commission statement of disability rights, recognising and valuing disabled people as equal participants whose needs are understood and working to ensure full and equitable participation in the work of the Commission.</p>
Travel	<p>1. Travel may be required as part of this role.</p>
Risk Management	<p>1. Comply with specific legislative requirements, adhere to the Royal Commission’s policies and procedures, and report or escalate risks to the Commission’s people, operations or reputation.</p> <p>2. Maintain a strict sense of professional ethics, confidentiality and privacy, and abide by the public service Code of Conduct.</p>
Health, safety and wellbeing	<p>Everyone is required to:</p> <p>1. Take reasonable care for their own health, safety and wellbeing.</p> <p>2. Take reasonable care that they do not adversely affect the health, safety and wellbeing of other people</p> <p>3. Co-operate with any reasonable workplace policy or procedure that has been communicated including prompt reporting of health and safety incidents</p> <p>3. Comply with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations.</p>

## Qualifications and experience

Qualifications	<p>1. Relevant qualification (or equivalent experience).</p>
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<p><b>Experience and knowledge</b></p>	<ol style="list-style-type: none"> <li>1. Knowledge and experience of the role of the public service, the machinery of government and the independent role of a Royal Commission.</li> <li>2. A strong awareness of, and ability to connect and build relationships with, leaders and influencers from the disability rights organisations, disability support service providers, and mental health sector organisations.</li> <li>3. An ability to establish confidence and trust in the Commission and its mahi among the disability sector and disability communities.</li> <li>4. Capable in all aspects of communications including communications accessible to people with disabilities. New Zealand Sign Language capability an advantage.</li> <li>5. Confidence in cultural and disability approaches including tikanga Māori.</li> <li>6. Experience working at an executive level within large government departments involved in the disability sector, or senior leadership experience in a disability NGO with significant government engagement.</li> <li>7. Experience in working in a decision-making environment within large government departments, including the development of policy and legislative frameworks.</li> <li>8. An awareness of intersectionality disadvantages and effective mitigations.</li> <li>9. Excellent analytical skills.</li> </ol>
<p><b>Variations to Duties</b></p>	<ol style="list-style-type: none"> <li>1. 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 addition, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.</li> </ol>
<p><b>Inclusion and Diversity</b></p>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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</li> </ol>

maintain a healthy work life balance. We will proactively work with you to make your flexible working arrangement work where possible

### Key relationships

Internal	External
<ol style="list-style-type: none"><li>1. Executive Director</li><li>2. Associate Executive Directors and General Managers</li><li>3. Other Chief Advisors</li><li>4. Commissioners</li><li>5. Investigations team including Council Assist</li><li>6. Policy and research team</li><li>7. Community engagement team</li><li>8. Other Royal Commission employees</li></ol>	<ol style="list-style-type: none"><li>1. Statutory bodies and other agencies associated with the Department</li><li>2. Disability NGO's and organisations' leaders and representatives</li></ol>

Last reviewed

October 2021

Approved D Office of ED 13/10/21