



Abuse in Care

Royal Commission of Inquiry

Executive Assistant

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.

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

Role details

Business unit	As allocated across business units in directorate	Directorate	Survivor Accounts, Engagement and Communications
Reports to	General Manager, Survivor Accounts	Location	Wellington or Auckland
Direct reports	Nil	Indirect reports	Nil
Financial Delegations:	Nil	Non-Financial Delegations:	Nil

Survivor Accounts, Engagement and Communications

The Survivor Accounts, Engagement and Communications Directorate is the public face of the Commission. Survivor Accounts provides a 'front door' for survivors and manages their journey with the Commission, including ensuring their wellbeing. Stakeholder and Community Engagement establishes relationships with other stakeholders including survivor representative groups, and organisations and institutions that participate in the inquiry. Communications manages the

Commission’s internal and external information flows to ensure that the inquiry is well understood and supported by Commission personnel, other government departments and the public.

What you’ll do

The role of the Executive Assistant will work closely with the General Manager(s) in the Survivor Accounts, Engagement and Communications directorate. They will provide executive and administrative support to the GM and through them to the wider business unit(s) and directorate. They will be required to work collaboratively with other administrative roles and across the royal commission to assist with the delivery of key pieces of work.

Accountabilities	Responsibilities
Effective Administration and Support	<ul style="list-style-type: none"> ▪ Providing sophisticated calendar management by prioritising enquiries and requests, troubleshooting conflicts, making judgements and recommendations to ensure smooth day to day engagement ▪ Diary and inbox management ▪ Develop and maintain processes, procedures and systems to ensure the smooth running of the General Manager’s day to day tasks ▪ Provide administration support to other managers across the business unit as directed by General Manager ▪ Develop and maintain the General Manager’s paper and electronic filing and information systems ▪ Being responsible for processing expenses, credit card returns and raising purchase orders and other finance related duties where needed ▪ Completing a broad variety of administrative tasks that facilitate the General Manager’s ability to effectively undertake their responsibilities, including: <ul style="list-style-type: none"> - Assisting with special projects - Designing and producing complex documents, reports and presentations - Collecting and preparing information for meetings with Commissioners and key stakeholders - Composing and preparing correspondence where needed - Maintaining contact lists - Making travel arrangements
Relationship management	<ul style="list-style-type: none"> ▪ Identify and establish professional relationships with key external advisory group members and their support personnel ▪ As directed, arrange and facilitate meetings and discussions with these advisors and stakeholders ▪ Oversee provision of travel, accommodation and hosting requirements of advisory groups as required ▪ Oversee and as necessary, facilitate the collation and distribution of agendas, minutes, reading papers and other documents for meetings of external advisory groups ▪ Building a strong relationship across the business unit(s) to ensure you are able to provide support to them where needed ▪ Ensure strong lines of communication with the GM to ensure needs are fully identified
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ Carry 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.
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	<p>Everyone is required to:</p> <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.
Other duties	<ul style="list-style-type: none"> ▪ All other duties as required
Travel	<ul style="list-style-type: none"> ▪ Travel may be required for this role from time to time

Qualifications and experience

Qualifications	Relevant qualification or experience in another Executive Assistant Role
Experience and knowledge	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> ▪ All aspects of communications including written, oral and relationship management. ▪ Complex diary and inbox management ▪ Strong communication skills including written, oral and relationship management ▪ Strong organisational and prioritisation skills with the ability to proactively meet deadlines ▪ Ability to work with ambiguity, strong problem-solving skills and comfort in working with complexity ▪ Previous experience with the Microsoft package: PowerPoint, Word, Excel and Outlook ▪ Professional discretion ▪ Self-motivated and ability to work unsupervised
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>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>

Key relationships

Internal	<ul style="list-style-type: none"> ▪ Survivor Accounts team, including Contact Centre, Wellbeing, Private Sessions ▪ Media, Communications & Engagement team ▪ Directorate Leadership team ▪ Finance & HR 	External	<ul style="list-style-type: none"> ▪
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- Other Executive Assistants and Administrative Support staff within the Royal Commission.

Last reviewed

May 2022