



Abuse in Care

Royal Commission of Inquiry

Head of Events and Logistics

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 dimensions

Reports

Role details

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| Business unit | Events and Logistics | Directorate | Business Support |
| Reports to | Associate Executive Director – Business Support | Location | Wellington/Auckland |
| Direct reports | Up to 2 | Indirect reports | Nil |
| Financial Delegations | E | Non-Financial Delegations | HR Delegation |

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 effectively delivery of the Royal Commission’s programme of work.

Events and Logistics Business Unit

The Events and Logistics Business Unit oversees events and related logistics for the Commission. Their role is to support and plan and deliver Ngā huihuinga me ngā wānanga (all the upcoming wānanga, public hearings and other events) to support the implementation of Tō Tātou Mahere, the Commissions work programme.

What you’ll do

The role of the Head of Events and Logistics is to manage the logistics required for all events including wananga, hui, and public hearings, so that the Chair and Commissioners and teams are well prepared with everything they need to run exceptional events.

| Accountabilities | Responsibilities |
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| Events Management | <p>Manage all logistics associated with public hearings, hui, wananga undertaken at Auckland Office or at offsite venues. This may include:</p> <ul style="list-style-type: none"> ▪ Booking venues where required ▪ Acting as Duty Manager while hearing in progress ▪ Managing and liaising with survivors regarding their travel and accommodation ▪ Ensuring catering is arranged for stakeholders as required ▪ Managing stenography, live streaming, sign and Te Reo translation services. ▪ Managing hearings spaces to ensure they are ready and fit for purpose on the day ▪ Responding to any issues associated with the hearing space in a timely manner |
| Events Administration | <ul style="list-style-type: none"> ▪ Understand requirements for each hearing and provide any support ▪ Ensure all invoices for services received are processed as per Commission’s processes ▪ Organise and manage raising of purchase orders as and when required ▪ Provide final checks to ensure everything is ready and meets the expectation of Counsel Assist for successful hearings ▪ Organise travel arrangements for participated at events where required |
| Logistics | <ul style="list-style-type: none"> ▪ Manage logistics for all events including set up and pack down for all events ▪ Liaise with contractors where external services are required |
| Collaboration | <ul style="list-style-type: none"> ▪ Ensure strong relationships with all stakeholders both internal and external ▪ Work closely with internal teams when organising hui, wananga and hearings to ensure a ‘joined up’ approach |
| Team Leadership | <ul style="list-style-type: none"> ▪ Support and mentor Events and Logistic Coordinators to realise their potential and support them to meet the objectives of their role |
| 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. |

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| Leadership | <ul style="list-style-type: none"> As leaders, our role is to manage the performance of our teams, to develop their capability through coaching, mentoring, learning and development and actively sharing our knowledge and expertise. |
| 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 to the Commission's people, operations or reputation. Maintain a strict sense of professional ethics, confidentiality and privacy, and abide by the public service Code of Conduct. |
| Health, safety and wellbeing | <p>Anybody that has responsibility for a person/s must comply with the requirements of the Commission's health and safety policies. It is an expectation that this will include:</p> <ul style="list-style-type: none"> Communicating health and safety expectations with workers and enable participation in training; Monitoring compliance and ensure the accurate reporting, recording and investigation of workplace incidents; Supporting the early return to work of employees following injury or illness; Upholding health and safety standards in the workplace and foster active worker participation in health and safety. <p>Everyone is required to:</p> <ul style="list-style-type: none"> Take reasonable care for their own health, safety and wellbeing. Take reasonable care that they do not adversely affect the health, safety and wellbeing of other people Co-operate with any reasonable workplace policy or procedure that has been communicated including prompt reporting of health and safety incidents Comply with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations. |
| Travel | Travel will be required for this role. |

Qualifications and experience

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| Qualifications | Relevant qualification or experience. |
| Experience and knowledge | <p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> The role of the public service, the machinery of government and the independent role of a Royal Commission. All aspects of communications including written, oral and relationship management. Demonstrated understanding of and experience working in accordance with the Te Tiriti o Waitangi and its principles. Minimum of five (5) years' experience in an office environment. Practical experience in a coordination/events environment is essential. Ability to work collaboratively with both internal and external stakeholders. Resilient and comfortable working in a highly complex and ambiguous environment. Relevant experience in a coordination role. |
| Variations to Duties | 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 may be amended in consultation with the employee by addition, deletion or alteration as required to adapt to changing conditions. |

Inclusion and Diversity

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.
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

Key relationships

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| Internal | <ul style="list-style-type: none">▪ Senior Managers▪ Other Royal Commission employees▪ Internal Clients | External | <ul style="list-style-type: none">▪ Services and vendors required to run successful events▪ Witnesses and their support people |
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| Last reviewed | January 2022 |
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APPROVED AED-BUSINESS SUPPORT 12/01/2022