



Abuse in Care

Royal Commission of Inquiry

Head of Policy and Research - Faith

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	Policy & Research	Directorate	Operations
Reports to	General Manager – Policy and Research	Location	Wellington/Auckland
Direct reports	5	Indirect reports	Nil
Financial Delegations:	TBA	Non-Financial Delegations:	TBA

Operations Directorate

The Operations Directorate is the primary provider of investigations, Treaty of Waitangi partnerships and engagement, policy and research, report development and governance advice to the Royal Commission.

The Directorate is responsible for the effective and efficient implementation and monitoring of Tō Tātou Mahere, our Roadmap for delivering the Royal Commission’s work programme that will best meet the terms of reference set by the

government. The Directorate operates a multi-disciplinary project approach to its mahi and collaborates across the Royal Commission that enables the effective and efficient implementation of Tō Tātou Mahere.

What you'll do

The Head of Policy and Research - Faith leads the team to delivery high quality policy and research with regard to faith settings, underpinning the inquiry's work. The role works with parties across the inquiry to develop the work programme and ensures it reflects the inquiry's priorities. The role also supports and contributes to strategic decision making, support the General Manager and providing trusted advice to Commissioners, Executive Leaders and Investigation leaders.

The Head of Policy and Research – Faith ensures the team provides a consistently high standard of work, analysis and advice and that the work the team is responsible for is effective and fit for purpose. The role also creates and maintains external relationships at a national level as needed to support advice and guidance.

Accountabilities	Responsibilities
Policy and research work programme	<ul style="list-style-type: none"> ▪ Contribute to, and/or support team members to contribute to cross-cutting projects or work initiatives, including joint projects through multi-disciplined project teams ▪ Provide sound strategic advice supporting actionable recommendations to Government ▪ Oversight and leadership for quality inquiry policy and research products ▪ Strategic oversight of the policy and research work programme in line with the inquiry's roadmap Tō Tātou Mahere and terms of reference ▪ Working across the inquiry to ensure consistent and timely delivery of research and policy deliverables ▪ Reporting on the progress against the policy and research work programme deliverables ▪ Preparing for meetings with Executive Leadership Team and the Commissioners ▪ Ensuring all work of the team is conducted in an objective and ethical manner ▪ Maintaining relationships with external research and policy experts that may want to contribute to the work of the Inquiry ▪ Establishing peer review processes and practices for work outputs before they are released publicly ▪ Supporting and coordinating internal and external partners ▪ Contract management of out-sourced assignments
Leadership and Management	<ul style="list-style-type: none"> ▪ Managing and collaborating within the team and across the inquiry, for the function and for multi-disciplinary project teams ▪ Create an inspiring team environment with an open communication culture to enhance practice excellence ▪ Promote and role model the values of the Royal Commission including good employer principles and practices and expected high standards of responsiveness and behaviour in team operations ▪ Lead in a manner that promotes and encourages a culture of teamwork, innovation and excellence ▪ Establish and maintain effective quality management processes for the team ▪ Monitor the internal take-up of the team's work and identify opportunities for improving processes and practices ▪ Lead and manage relationships across the Royal Commission to ensure effective engagement in the work programme ▪ Ensure a strong focus on alignment to the inquiry report objectives ▪ Undertake the selection and recruitment of direct reports, and the determination of responsibilities and performance standards ▪ Lead and manage the Policy and Research team to deliver a large and complex work programme

	<ul style="list-style-type: none"> ▪ Identify, coach and develop high performing people and teams ▪ Deliver results by making things happen with and through others ▪ Lead in a public service context, contributing to a better New Zealand
Relationship management	<ul style="list-style-type: none"> ▪ Develop, maintain and build effective working relationships with key stakeholders across the Royal Commission ▪ Ensure the team's work is integrated within the Commission and inter-dependencies are identified and managed ▪ Ensure inquiry operational policies and guidance are implemented effectively and in a timely manner to achieve the outcomes sought
Te Tiriti o Waitangi	Carry out duties in ways that are consistent with, and honour the Commission's commitment to, Te Tiriti o Waitangi.
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>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	<ul style="list-style-type: none"> ▪ Willingness to travel within New Zealand to fulfil the requirements of the role
Other	<ul style="list-style-type: none"> ▪ All other duties as required

Qualifications and experience

Qualifications	<ul style="list-style-type: none"> ▪ 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 ▪ Demonstrated experience in leading high performing teams ▪ A strong understanding of the policy and research process, the parliamentary processes and the workings of legislation ▪ Excellent verbal, written and interpersonal communication skills ▪ Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others ▪ Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture ▪ Experience of being adept at managing multiple tasks and prioritising the demands of a diverse range of stakeholders

	<ul style="list-style-type: none"> ▪ Demonstrated ability to work in collaborative peer and other stakeholder relationships
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	<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"> ▪ Executive Director ▪ Chief Operating Officer ▪ Heads / 3rd tiers across the Commission ▪ Team Leaders/ 4th tiers across the Commission
External	<ul style="list-style-type: none"> ▪ Nil

Last reviewed	August 2021
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