



Abuse in Care

Royal Commission of Inquiry

Head of Policy and Research – Social Welfare and Health and 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 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).

The Inquiry is also guided by a number of human rights treaties including, the United Nations Convention on the Rights of Persons with Disabilities.

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, or other agreed locations within Aotearoa
Direct reports	Up to 10	Indirect reports	Nil
Financial Delegations:	Yes	Non-Financial Delegations:	HR

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.

Policy and Research business unit

The Policy and Research business unit drives the delivery of the Inquiry’s policy and research activities. These issues are complex, wide-ranging, and ever-growing, and have the potential to make a significant contribution to the Inquiry’s findings, recommendations and Ngā Pūrongo (reports/case studies). The policy and research teams support the delivery of the Inquiry’s public hearings, wānanga and engagements schedule and deliverables. In addition, the Policy and Research business unit is responsible for contributing to the development of the Inquiry’s final report.

There is a strong focus on successfully working with Counsel Assisting, colleagues across the Operations directorate and more broadly across all Inquiry directorates to deliver high quality results.

What you’ll do

The Head of Policy and Research – Social Welfare and Health and Disability is a team leadership and management position. The role leads a high performing team to deliver high-quality policy and research advice to Commissioners, the Executive Director, Associate Executive Director, Operations and General Manager, Policy and Research. There are three policy and research focus areas: Faith, Social Welfare and Health and Disability settings, and Māori and Pacific.

The role works with colleagues 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, supporting the General Manager, Policy and Research and Associate Executive Director, Operations and providing trusted advice to Commissioners and senior leaders across the Royal Commission team.

The Head of Policy and Research - Social Welfare and Health and Disability 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.

The role will work closely with other Heads of Policy and Research, Heads of Investigation, Counsel Assisting, General Manager, Policy and Research, Associate Executive Director, Operations and leaders across the Operations directorate and more broadly across all Inquiry directorates.

Accountabilities	Responsibilities
Strategic Leadership	<ul style="list-style-type: none"> ▪ Supports the General Manager, Policy and Research in providing strategic and intellectual leadership to the Policy and Research business unit as a member of the unit’s Leadership team ▪ Provides strategic and intellectual leadership and direction to the Social Welfare and Health and Disability policy and research team, setting direction and performance expectations and monitoring overall progress against those directives and performance expectations ▪ Shapes and oversees the Social Welfare and Health and Disability policy and research work programme in line with the inquiry’s roadmap <i>Tō Tātou Mahere</i> and terms of reference, and manages the delivery and landing of advice and tasks with senior leaders and presents frank advice even if that tests Commissioners views and preferences ▪ Contribute to the overall Policy and Research strategy and budget process for the business unit ▪ Take an organisational leadership role across the Policy and Research business unit and Operations directorate.

Functional Leadership	<ul style="list-style-type: none"> ▪ Effectively manages a team of policy and research professionals ▪ Ensure the use of sound quality assurance methods to ensure all advice is of a high quality ▪ Manages and prioritises conflicting demands – leads the way in adjusting priorities, redeploying resources and recovering from setbacks ▪ Ensure ‘right touch’ project management principles are applied to ensure desired outcomes are delivered on time and to the right level of quality, by: <ul style="list-style-type: none"> ○ adapting the principles agilely in response to uncertainty and change ○ using stakeholder management plans and risk registers appropriately
People leadership & management	<ul style="list-style-type: none"> ▪ Foster a “one Royal Commission team” culture, where staff understand the need for adaptability, flexibility and readiness for change ▪ Recruit, lead and manage people in line with HR guidelines ▪ Cultivates a positive group culture of celebrating achievements and learning from mistakes ▪ Oversees ‘on-the-job’ training of team members through supervision, guidance, coaching and mentoring. ▪ Ensures the Royal Commission recruits, develops, supports and retains high performing staff ▪ Encourage a positive health, safety and wellbeing culture in your group and ensure you and your group understand your accountabilities and responsibilities under our Health, Safety and Wellness policy and the Health and Safety at Work Act 2015 ▪ Encourage and nurture a high performing, engaged group with a clear line of sight to the parameters of their role, how their work aligns with the Commission’s strategy, <i>Tō Tātou Mahere</i>, and deliverables ▪ Create a curious (yet delivery focused) learning group environment – where the skills and insights from others are actively sought out and leveraged, where the focus is on strengthening group performance just as much as individual performance ▪ Cultivates a positive group culture of celebrating achievements and learning from mistakes ▪ Models exemplary management and leadership behaviors
Operational Leadership	<ul style="list-style-type: none"> ▪ Complies with the Royal Commission’s policies and processes, including: <ul style="list-style-type: none"> ○ Planning and reporting: ensure all planning and reporting requirements are met including reporting on progress and identifying risks, opportunities, issues and risk mitigation strategies in an appropriate and timely manner ○ Financial management: taking responsibility and accountability for financial performance, managing budget and ensuring efficient and effective use of financial resources ○ Risk management: identifies issues, develops risk mitigation strategies, informs the Associate Executive Director, Operations and Operations Leadership tea, as appropriate.
Policy and research work programme	<ul style="list-style-type: none"> ▪ Responsibility for the delivery of relevant policy and research work plans and ensuring that key milestones form part of <i>Tō Tātou Mahere</i>, the Royal Commission’s over-arching roadmap. ▪ Provides high-quality commissioning of policy and research activities to ensure delivery of high-quality advice ▪ Applies advanced judgment in shaping direction and approach to policy advice and tasks, prioritising and integrating across projects and <i>Tō Tātou Mahere</i> ▪ Contribute to, and/or support team members to contribute to cross-cutting projects or work initiatives, including joint projects through multi-disciplined project teams ▪ Oversight and leadership for quality inquiry policy and research products ▪ Working across the inquiry to ensure consistent and timely delivery of policy and research deliverables ▪ Ensuring all work of the team is conducted in an objective and ethical manner ▪ Effective and efficient contract management of out-sourced assignments

Relationship management	<ul style="list-style-type: none"> ▪ Work closely with Heads of Policy and Research, leaders across the Royal Commission team, and Counsel Assisting to ensure a collaborative and coordinated approach to the delivery of policy and research work plans. ▪ Develops, builds and draws on strong working relationships with colleagues working in Treaty Partnerships, Investigations, Report Development, Governance, Survivor Account, Communications and Engagement, and Business Support to promote and give effect to the Inquiry's multi-disciplinary team model. ▪ Demonstrates adeptness of strategic and operational matters through high quality advice to Commissioners, Executive Director, Associate Executive Director, Operations, ELT, Te Taumata, SAGE and stakeholders ▪ Identify, establish, and maintain external relationships, as part of a defined external communications strategy ▪ Credibly fronts conversations with, and effectively influences, Commissioners, Executive Director, Associate Executive Director, Operations, General Manager, Policy and Research, Counsel Assisting, through building and maintaining enduring relationships ▪ Maintaining relationships with external research and policy experts that may want to contribute to the work of the Inquiry
Te Tiriti o Waitangi	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.
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	<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
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Experience and knowledge	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> ▪ The role of the public service, machinery of government and the independent role of a Royal Commission. ▪ Demonstrated understanding of and experience working in accordance with the Te Tiriti o Waitangi, its principles and working with Māori ▪ Demonstrated experience in leading high performing teams ▪ Demonstrates mastery of public policy and research processes and has an in-depth understanding of the production of advice process ▪ A strong understanding of 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 ▪ Understanding and appreciation of disability issues and working with people with people who have disabilities ▪ Understanding of intersectionality issues ▪ Experience of being adept at managing complex work programmes within agreed timeframes and budget ▪ Experience with prioritising the demands of a diverse range of stakeholders ▪ Demonstrated ability to work in collaborative peer and other stakeholder relationships
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 may be amended in consultation with the employee by addition, deletion or alteration as required to adapt to changing conditions.</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"> ▪ Commissioners ▪ Executive Director ▪ Associate Executive Director, Operations ▪ General Manager, Policy and Research ▪ Counsel Assisting the inquiry ▪ Policy and Research group members ▪ Heads of’ functional leads across the Commission ▪ Team Leaders across the Commission ▪ Other Royal Commission employees 	External	<ul style="list-style-type: none"> ▪ Royal Commission Participants ▪ Key external stakeholders

