



Abuse in Care

Royal Commission of Inquiry

Investigator

The Royal Commission of Inquiry into Abuse in Care and Faith based Institutions was established in February 2018. The Inquiry will investigate the abuse and neglect of children, young people and vulnerable adults who were in the care of State and faith-based institutions in New Zealand between 1950 and 1999 and examine ways to stop further abuse.

Te Tiriti o Waitangi is the founding document in New Zealand. This is the first Inquiry internationally that acknowledges its indigenous population through Te Tiriti o Waitangi. Māori make up over half of all children in care during the period under inquiry and the Royal Commission is committed to meaningfully applying the principles of Te Tiriti o Waitangi and recognises that there was and still remains a disproportionate number of Māori in care and this inquiry requires a focus that is consistent with te Tiriti.

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	Legal and Investigations	Directorate	Survivor Accounts, Research, Policy and Investigations
Reports to	Solicitor Assisting	Location	Wellington / Auckland

Survivor Accounts, Research, Policy and Investigations

The Survivor Accounts, Research and Policy and Investigations directorate is made up of four business Units:

- Survivor Accounts (Contact and Support Centre, Survivor Wellbeing and Private Sessions)
- Research and Policy
- Legal and Investigations
- Community Engagement

The purpose of the directorate is to provide support and services to survivors, victims and stakeholders that ensure the Royal Commission fulfils in obligations under the Terms of Reference.

Legal and Investigations team

The Legal and Investigations team sits within the Survivor Accounts, Research and Policy and Investigations Directorate. The purpose of our team is to work with Counsel Assist, Research & Policy and other members of the Inquiry to pursue and deliver the Inquiry's investigation programme. We support the delivery of the Inquiry's public hearing and roundtable schedule and gather, analyse and report on documentary and witness evidence which will provide the foundation for the work of the investigation teams.

The legal and Investigations team is also responsible for establishing legally sound procedures for obtaining, handling, disclosing and publishing highly sensitive evidence and information, as well as establishing the Legal Assistance scheme allowing those engaging with the Inquiry to access legal services and advice.

Another important aspect of the Legal team is to provide legal advice to Commissioners, the Executive Director and other members of the Secretariat.

What you'll do

The Investigations, Research and Survivor Accounts directorate is responsible for compiling an account of abuse in care, including the collection of Survivor accounts through private sessions, research into the historical context in which abuse occurred and directing any investigations necessary to validate claims and ensure information collected is robust and complete.

The Investigator is responsible for completing investigations into a range of issues associated with the Royal Commission's Inquiry, as assigned by the Solicitor Assisting. Of relevance to this role is the ability to engage with Māori communities.

Accountabilities	Responsibilities
Investigations	<ul style="list-style-type: none">Provide strategic input and leadership to the investigation team assignedAdvise lead counsel on progress of investigationsCarry out investigative interviews with a range of people, including SurvivorsEnsure that investigations apply approaches informed by kaupapa, tikanga and te reo MāoriPrepare, manage and/or investigate matters within the Terms of ReferenceProvide advice and input to the scoping and planning of investigation workplansLead and undertake evidence gatheringManage risk in relation to investigative workApply tikanga Māori and te reo Māori in practice
Managing information	<ul style="list-style-type: none">Prepare and present (written or verbal) information in a clear and concise mannerObtaining and preparing witness and documentary evidence for presentation at public hearingsManage administration and records of evidence gatheredKeep accurate and detailed records of all information and decisions
Collaboration	<ul style="list-style-type: none">Manage relationships with witnesses, including key stakeholdersWork closely with the other members of the Directorate to ensure that work of the Directorate is alignedWork with legal staff in gathering evidence
Te Tiriti o Waitangi	<ul style="list-style-type: none">Support a focus within the Inquiry that is consistent with 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, issues and events.

	<ul style="list-style-type: none"> ▪ Maintain a strict sense of professional ethics, confidentiality and privacy, and abiding by the public service Code of Conduct.
Health and safety	<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 ▪ Take an approach to health and safety which includes cultural safety ▪ 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.

Qualifications and experience

Qualifications	<ul style="list-style-type: none"> ▪ Related tertiary or professional qualification
Experience and knowledge	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> ▪ An understanding of, and ability to communicate in Te Reo Māori ▪ Demonstrated experience of engagement with Māori communities ▪ Demonstrated awareness of different kawa and tikanga in a variety of communities. ▪ Demonstrated experience in investigative interviewing, including interviewing survivors of abuse. ▪ The role of the public service, the machinery of government and the independent role of a Royal Commission. ▪ All aspects of communications including written, verbal and relationship management. ▪ Managing competing demands and high workload at times ▪ Displaying sound decision making skills and confidence applying and interpreting Inquiry policy and procedure. ▪ Exceptional conflict management skills with a calm, solution focused approach to issues. ▪ Strong time management skills and ability to prioritise to get the job done ▪ Experience gathering and presenting information and ability to apply critical thinking to complex and varied information ▪ Proven ability to maintain independence and objectivity, and demonstrate the utmost discretion in dealing with often very sensitive issues ▪ Demonstrated understanding of and experience working in accordance with the Te Tiriti o Waitangi and its principles ▪ Excellent written and verbal communication skills ▪ Confident in cultural and disability approaches including tikanga Māori ▪ Strong interpersonal skills ▪ Ability to work collaboratively across all directorates of the Royal Commission and with a diverse range of stakeholders ▪ Resilient and comfortable working in a highly complex and ambiguous environment
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>Here at the Royal Commission, we foster relationships with all people, including Māori, Pacific People, LGBTIQ+, and disabled communities.</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.
Travel	Travel will be required around the country.

Role dimensions

Reports			
Direct reports	Nil	Indirect reports	Nil
Financial Delegations:	Nil	Non-Financial Delegations:	Nil
Key relationships			
Internal	<ul style="list-style-type: none"> ▪ Senior Managers ▪ Legal and Investigations team ▪ Other Royal Commission employees 	External	<ul style="list-style-type: none"> ▪ Statutory bodies and other agencies associated with the Royal Commission ▪ Counsel Assist ▪ Survivors
Your success profile for this role			
<p>At the Royal Commission, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p>		<p>Keys to Success:</p> <ul style="list-style-type: none"> ▪ Problem solving ▪ Critical thinking ▪ Interpersonal savvy ▪ Navigating complexity ▪ Communicating with influence ▪ Technical and specialist learning 	
Last reviewed		August 2020	