



POSITION DESCRIPTION

Role Title:	Legal Assistant	Reports to:	Solicitor Assisting
Direct Reports:	Nil	Location:	Wellington and Auckland
Financial Delegations:	Nil	Non-Financial Delegations:	Nil
The Royal Commission:	<p>The Royal Commission of Inquiry into Abuse in Care was established in February 2018. Over the next four years, 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.</p> <p>The Royal Commission is committed to the principles of Te Tiriti o Waitangi and the Treaty Engagement team bring a kaupapa, tikanga and te reo Māori focus to the development of the Inquiry work programme.</p> <p>For more information on the Royal Commission please see our website.</p>		
Our vision:	<i>“Transforming the way we, as a nation, care for children, young people and vulnerable adults in our communities”</i>		
Our values:	<p>Our values underpin everything we do:</p> <ul style="list-style-type: none">• Aroha• Transparency• Fairness and Balance• Independence and Determination		

Position Purpose:	The Legal Assistant will undertake information and evidential analysis and document management, contribute to the preparation of public hearings, and otherwise provide support to the Public Hearings and Investigations Team and Counsel Assisting.
Key Responsibilities:	<ul style="list-style-type: none"> • Undertake analysis of information and evidence received during the inquiry • Assist with the management of information and evidence received during the inquiry • Assist in the preparation of public hearings, including by identifying and sourcing material for disclosure and preparing materials for hearings • Work effectively to provide other support as required to other members of the Public Hearings and Investigations Team, Counsel Assisting, Commissioners and Secretariat staff, as required by Solicitor Assisting and the Senior Legal Advisor • Regular reporting to the Solicitor Assisting and Senior Legal Advisor • Maintain a strict sense of professional ethics, confidentiality and privacy, and abiding by the public service Code of Conduct • All other duties as required.
Competencies and Behaviours:	<ul style="list-style-type: none"> • Excellent analytical skills with high attention to detail • Communication skills – Has excellent written and verbal communication skills • Organisational commitment - Understands, and is committed to the Royal Commission’s goals, works to meet deliverables based on these. • Self-managing - Manages own time, and prioritises tasks effectively, based on the needs of the Royal Commission. • Teamwork - Works with Public Hearings and Investigations Team and wider Commission members to achieve common goals. • Resilience - Copes with stress and challenges, can quickly bounce back from adversity or challenges • Self-Awareness - Has an understanding of own feelings, sense inner signals, and recognises how your feelings affect you and your performance. • Good understanding of the role of the public service, the machinery of government and the independent role of a Royal Commission • Strong competencies in all aspects of communications including written, oral and relationship management

Qualifications and Experience	<ul style="list-style-type: none"> • Bachelor of Laws (LLB) • You do not need to have been admitted • Successful applicants will have previous experience in a legal setting, with the ability to work collaboratively in a highly complex environment.
Health and Safety:	<ol style="list-style-type: none"> 1. 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: <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. 2. Everyone is required to: <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.
Flexible Working:	<p>Here at The Royal Commission your work life balance is important to us. We offer flexible working arrangements on a case by case basis; these will need to be agreed to with your leader.</p>