



Abuse in Care

Royal Commission of Inquiry

Principal Advisor, Reports Development

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	Reports Development	Directorate	Operations
Reports to	General Manager, Reports Development	Location	Wellington or Auckland
Direct reports	Nil	Indirect reports	Nil
Financial Delegations:	Nil	Non-Financial Delegations:	Nil

Operations Directorate

The Operations Directorate is the primary provider of investigations, Treaty of Waitangi partnerships and engagement, policy and research, reports 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*.

Reports Development

The Reports Development business unit drives the development of Ngā Pūrongo (all inquiry interim reports/case studies and the final report) to be delivered to the Minister, Governor-General or otherwise be made publicly available. It provides intellectual leadership across the series of Ngā Pūrongo to ensure they are cogent and coherent and tell the story of what the Royal Commission found and the actions it considers necessary for state and faith-based institutions to stop, start, continue, or amend. Critical to this is the provision of high-quality advice on the nature and extent of recommendations to be included in Ngā Pūrongo including options for Commissioners' consideration. There is a strong focus on working with others to deliver results and being able to successfully work across the Royal Commission.

The Reports Development business unit drives the development of Ngā Pūrongo (all inquiry interim reports/case studies and the final report) to be delivered to the Minister, Governor-General or otherwise be made publicly available. It provides intellectual leadership across the series of Ngā Pūrongo to ensure they are cogent and coherent and tell the story of what the Royal Commission found and the actions it considers necessary for state and faith-based institutions to stop, start, continue, or amend. Critical to this is the provision of high-quality advice on the nature and extent of recommendations to be included in Ngā Pūrongo including options for Commissioners' consideration. There is a strong focus on working with others to deliver results and being able to successfully work across the Royal Commission.

What you'll do

The Principal Advisor, Reports Development supports the effective and efficient reports development practice of the inquiry. This includes the creation and maintenance of cohesive reporting frameworks, content architecture and the provision of ongoing guidance and support to reports development team members and members of multidisciplinary project teams that may contribute report content. The role co-ordinates and manages assigned reports development projects. The Principal Advisor supports the General Manager, Reports Development with coaching and mentoring Reports Development team members. The role provides strategic input to the planning, execution and reports development work associated with the assigned multi-disciplined inquiry project work streams. The Principal Advisor manages the delivery of assigned project related contracts for services. The role will work in a collaborative manner across all inquiry directorates in order to deliver joined-up advice to Commissioners.

Accountabilities	Responsibilities
Strategy and Direction	<ul style="list-style-type: none"> ▪ Contribute to and actively promote the Royal Commission's purpose, strategy and work programme, actively seeking out opportunities to influence and shape the content of our strategy and work programme. ▪ Role model and coach others on our values and behavioral competencies to build our desired culture. ▪ Scope, plan and drive change within your portfolio (or discipline).
Technical and/or People Leadership	<ul style="list-style-type: none"> ▪ Demonstrate collaborative leadership across the organisation to contribute to ensuring 'one organisation' to maximise multidisciplinary team performance. ▪ Apply sound operational management practices, actively sharing. ▪ Promoting and contributing to the Royal Commission's standards and best [practice ways of working. ▪ Provide intellectual / thought leadership by bringing advice and ideas for your portfolio (discipline) leading achievement of these relevant goals and outcomes for the Royal Commission. ▪ Apply a Te Tiriti o Waitangi approach to the Royal Commission's work.
Relationship Management	<ul style="list-style-type: none"> ▪ Build and maintain highly credible and values professional relationships and networks, internally and externally, to understand and influence the needs and perspectives of others. ▪ Develop and maintain an understanding of the current and future needs of Survivors and their whānau and stakeholders needs and priorities, contributing to the Royal Commission's strategic choices to shape the nature of our interim reports and final report. ▪ Work collaboratively across the Royal Commission and with stakeholders to ensure analysis, advice and insights are informed by the full extent of work undertaken.

Critical thinking, analysis and advice	<ul style="list-style-type: none"> ▪ Deliver (and lead others to deliver) high-quality influential advice and implemented outcomes to address complex issues and problems, as delegated by the Reports Development. ▪ Deliver (and lead others to deliver) drafts of interim reports / case studies or the final report for Commissioners consideration and approval. ▪ Prioritise and manage work in a way that ensures timely and fit-for-purpose delivery. ▪ Maintain a strong knowledge base and expertise within area of specialty – understand and engage with the latest thinking and maintain up to date knowledge of frameworks and empirics. ▪ Understanding of human rights issues both domestic and international would be advantageous. ▪ Identify, shape and lead a work programme within their area of particular expertise. ▪ Provide original thinking, anticipate future issues, challenge the status quo, and explore ideas and opportunities that leads to new and more innovative, creative and effective solutions. ▪ Constructively promote debate across the Royal Commission multidisciplinary teams and facilitates drawing together of this debate to inform decision making. ▪ Demonstrate flexibility, adaptability and strategic agility as the needs and priorities of the Royal Commission change over time. ▪ Engages widely to bring a whole of Royal Commission perspective to their role: actively contributes to multidisciplinary team forums. ▪ Effectively communicates in a way that takes the problem/issue forward constructively and persuades others. ▪ Collate or acquire information and data from relevant sources and identify key insights seen as high-quality, practical and real-world. ▪ Apply frameworks to the synthesis and analysis of information and research. ▪ Clearly identify problems and issues that need to be assessed and develop options. ▪ Identify effective and innovative solutions, based on analysis undertaken. ▪ Assess options and develop practical advice, linking back to evidence.
Te Tiriti o Waitangi	Carry out duties in ways that are consistent with, and honors the Royal 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 Commissions 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	Travel may be required for this role from time to time.
Other	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. ▪ Significant and recognised intellectual capability. ▪ Well-developed written and oral communication skills. ▪ A reputation for being at ‘the top of their game’ – will be highly regarded for the depth and breadth of their experience and their ability to deliver. ▪ Strong interpersonal skills and the ability to develop and maintain successful relationships both within the Royal Commission and externally, including understanding Survivor and their whānau needs and aspiration, stakeholder motivations and the ability to influence and persuade. ▪ Effective planning and organisation skills, including time management and prioritising in a results-focused environment. ▪ Demonstrated understanding of and experience working in accordance with Te Tiriti o Waitangi. ▪ Have experience in policy or applied research experience ideally related to issues and themes relevant to State, Faith-based settings, Māori, Pacific People’s or Deaf and Disabled People’s care settings would be advantageous. ▪ Experience in large service/community organisations would be useful. ▪ Ideally have in-depth knowledge of Ministerial and Cabinet processes, statutory decision making.
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 Leadership team ▪ Heads / 3rd tiers across the organisation ▪ Team Leaders/ 4th tiers across the organisation ▪ Team members and colleagues in multi-disciplined project teams 	External	<ul style="list-style-type: none"> ▪ Academic contacts, NZ and international ▪ Policy and research think tanks, and other expert commentators within specialist field

Last reviewed	October 2021
---------------	--------------

Approved AED-O21/10/21