



# Abuse in Care

## Royal Commission of Inquiry

### Private Sessions Facilitator

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](http://www.abuseincare.org.nz)

### Role details

<b>Business unit</b>	Survivor Accounts	<b>Directorate</b>	Survivor Accounts, Engagement and Communications
<b>Reports to</b>	Manager Private Sessions	<b>Location</b>	Auckland / Wellington
<b>Financial Delegations</b>	Nil	<b>Non-financial delegations</b>	Nil

### Survivor Accounts, Engagement and Communications Directorate

The Survivor Accounts, Engagement and Communications Directorate is the public face of the Commission. Survivor Accounts provides a 'front door' for survivors and manages their journey with the Commission, including ensuring their wellbeing. Stakeholder and Community Engagement establishes relationships with other stakeholders including survivor representative groups, and organisations and institutions that participate in the inquiry. Communications manages the Commission's internal and external information flows to ensure that the inquiry is well understood and supported by Commission personnel, other government departments and the public.

## Survivor Accounts Business Unit

The Vision of the Commission is to transform the way we in Aotearoa care for children, young people and vulnerable adults in our community. The first and key part of the Commission’s strategy is to gather stories and evidence from survivors who have been abused in care. It is their stories that tell us what has been broken and needs to be fixed, and how best to do that based on their experiences. Survivor Accounts provides a way for the Commission to do that by being the first point of contact for survivors, enabling them to tell their stories in a safe way and providing for their wellbeing as they journey with us.

### What you’ll do

Private Session Facilitators will support Commissioners to hear the experiences of survivors through confidential and private face-to-face meetings, group meetings and other forum which survivors may request, for example, via Zoom. This can include providing wellbeing support to survivors before, during and after their private session. Private Session Facilitators can support survivors with the written accounts process. Private Session Facilitators may also be involved in supporting hard to reach survivor cohorts.

Accountabilities	Responsibilities
Private Session Support	<ul style="list-style-type: none"> <li>▪ Support Commissioners to conduct private sessions with survivors by facilitating the session including the collection of survivor data</li> <li>▪ Support the Manager Private Sessions to develop high quality and strategic advice for the Head of Survivor Accounts to support the delivery of outcomes for survivors, victims and other impacted parties through the Royal Commission work programme</li> <li>▪ Provide wellbeing support to survivors before, during and after their private sessions</li> <li>▪ Detailed note-taking at private sessions for research and legal/investigation purposes</li> <li>▪ Update of survivor records in a timely manner following private sessions</li> <li>▪ Preparation of documentation to support private sessions</li> <li>▪ Support the Contact and Support team to answer calls as and when required</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>▪ Work closely with the Contact and Support team to ensure the needs of the session participants are being met appropriately</li> <li>▪ Work closely with the Wellbeing team to ensure that any survivor wellbeing needs are identified and managed</li> <li>▪ Work closely with the wider Commission to ensure a coordinated and informed approach across the four core functions: community engagement, contact and support, private sessions and wellbeing.</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>▪ Collaborate with the Community Engagement and Treaty Engagement teams to help facilitate the engagement of survivors with the Commission</li> <li>▪ Collaborate with the Research function to accurately record and analyse the information gathered from survivor’s accounts</li> <li>▪ Collaborate with the Public Hearings function to ensure information from survivor’s accounts is appropriately considered by the investigations team</li> </ul>
Logistical support	<ul style="list-style-type: none"> <li>▪ Assist in the coordination of logistics required to conduct a programme of private and group sessions across New Zealand in a variety of different venues</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>

Risk Management	<ul style="list-style-type: none"> <li>Comply with specific legislative requirements, adhere to the Royal Commission’s policies and procedures, and report or escalate risks, issues and events.</li> <li>Maintain a strict sense of professional ethics, confidentiality and privacy, and abiding by the public service Code of Conduct.</li> </ul>
Health and safety	<ul style="list-style-type: none"> <li>Take reasonable care for their own health and safety</li> <li>Take reasonable care that they do not adversely affect the health and safety of other people</li> <li>Co-operate with any reasonable workplace policy or procedure that has been communicated</li> <li>Comply, with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>Availability to travel throughout New Zealand, with occasional weekend travel required</li> </ul>
Other	<ul style="list-style-type: none"> <li>Other duties as required</li> </ul>

## Qualifications and experience

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A wellbeing, legal, policy/research background is advantageous</li> </ul>
<b>Experience and knowledge</b>	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> <li>Experience of listening to sensitive information in a confidential listening environment</li> <li>Experience of providing wellbeing support</li> <li>All aspects of communications including written, oral and relationship management</li> <li>The role of the public service, the machinery of government and the independent role of a Royal Commission.</li> <li>Demonstrated excellent organisational, information management and analytical skills</li> <li>Confident in cultural and disability approaches including tikanga Māori</li> <li>Strong interpersonal communication skills</li> </ul>
<b>Variations to Duties</b>	<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>
<b>Inclusion and Diversity</b>	<p>Here at the Royal Commission, we foster relationships with all people, including Māori, Pacific People, LGBTIQ+, and disabled communities.</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

- Survivors
- Commissioners
- Treaty Partnerships
- Senior Managers
- Other Royal Commission employees
- Internal Clients

### External

- Survivors
- Commissioners
- Community organisations
- Statutory bodies and other agencies associated with the Department

Last reviewed

December 2021

APPROVED AED-SAEC 17/12/2021