



Abuse in Care

Royal Commission of Inquiry

Senior 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 Business Unit

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 Senior Advisor, Reports Development role is the designated report writer for assigned inquiry interim reports or case studies and/or the final report and provides reporting advice to the inquiry. The role works as part of multi-disciplined project teams, to plan, draft, edit, review assigned inquiry interim reports or case studies and/or the final report. The role maintains oversight to ensure assigned inquiry interim reports or case studies and/or the final report reflect the breadth of sources, information and evidence available from across the inquiry. The role works collaboratively across all inquiry directorates to ensure report writing is meeting internal quality standards, including consistency of content across all inquiry interim reports or case studies and/or the final report. The role also supports the coaching and training of advisors and work delivered by contracted parties.

Accountabilities	Responsibilities
Analysis and advice	<ul style="list-style-type: none"> ▪ Provide high quality report writing and/or editing services for one or more inquiry interim reports/case studies and/or final report within specific timeframes. ▪ Add value to the written communications of others. ▪ Develop and present advice to senior management and/or Commissioners. ▪ Have a breadth of view of organisation issues and an understanding of the key imperatives of Survivors and their whānau needs and aspirations and stakeholder motivations. ▪ Ensure the implications of Te Tiriti o Waitangi, Human rights and equity considerations are fully addressed in all inquiry interim reports/case studies and/or final report. ▪ Apply frameworks to the synthesis and analysis of information, evidence and research. ▪ Clearly identify problems/issues that need to be assessed. ▪ Identify effective and innovative solutions, based on analysis undertaken. ▪ Assess options and develop practical advice, linking back to evidence.
Plan, organise and manage	<ul style="list-style-type: none"> ▪ Coordinate input from team members and other contributors. ▪ Leads multiple pieces of work concurrently and actively and independently plans and manages workload. ▪ Works with some guidance on the overall policy, research or report development objectives, within the resources available and provides timely reports on progress to the General Manager, Reports Development. ▪ Apply project management principles and techniques, as appropriate to the activity being undertaken. ▪ Ensure the scope of activities are properly defined, resource requirements are identified, and work outputs are delivered within agreed timeframes. ▪ Assist others to provide effective input and contribution. ▪ Seek innovative solutions and continuous improvement. ▪ Demonstrate personal leadership and responsibility.

Collaboration and teamwork	<ul style="list-style-type: none"> ▪ Assist in the development and mentoring of advisors. ▪ Work closely and collaboratively with colleagues and others across the Inquiry to ensure inquiry interim reports/case studies and/or final report are informed by the full extent of the Inquiry's work undertaken. ▪ Work closely and collaboratively as part of the multi-disciplined team or teams to ensure the timely delivery of Inquiry interim reports/case studies and/or final report. ▪ Work closely and collaboratively with the reports development team, sharing expertise, capacity, lessons identified and collaborating on interdependencies across the inquiry's interim reports/case studies and/or final report. ▪ Collaborate to ensure compliance with the Inquiry's monitoring and reporting framework. ▪ Contribute ideas and advice freely and frankly. ▪ Continuous communication of ideas, progress and results. ▪ Coaches and mentors, supports team capability development including providing supervision, guidance and on-the-job training. ▪ Takes a leadership role in project teams and understands and utilises the capability of team members to deliver high quality project outputs.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ Carry out duties in ways that are consistent with, and honour the 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.
Other	All other duties as required.
Travel	Travel may be required for this role from time to time.

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. ▪ Computer literate, with competence in the use of the Microsoft suite of products ▪ Familiarity with basic statistical analysis desirable. ▪ Excellent verbal, written and interpersonal communication skills. ▪ Ability to communicate complex ideas to a variety of audiences in plain language and build and maintain rapport with others. ▪ Experience in providing high quality policy and research analysis and advice effectively applying the outcomes of research, evaluation and monitoring.

	<ul style="list-style-type: none"> ▪ A well-developed knowledge of Te Tiriti of Waitangi and tikanga Māori and how it can be applied. ▪ Understanding of human rights issues both domestic and international would be advantageous. ▪ Experience or knowledge of issues and themes relevant to State, Faith-based settings, Māori, Pacific People's or Deaf and Disabled People's care settings would be advantageous. ▪ Excellent interpersonal skills and the ability to develop and maintain successful relationships within the Royal Commission and externally, including understanding Survivor and their whānau needs and aspirations, and stakeholder motivations. ▪ Coaching or training of less experienced advisors desirable.
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Variations to Duties	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.
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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>
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Key relationships			
Internal	<ul style="list-style-type: none"> ▪ Associate Executive Director – Operations ▪ 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"> ▪ Nil

Last reviewed	October 2021
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Approved AED-O 19/10/21