



# Abuse in Care

## Royal Commission of Inquiry

### Senior Advisor, Treaty Engagement

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

#### Role details

<b>Business unit</b>	Treaty Partnerships	<b>Directorate</b>	Operations
<b>Reports to</b>	Head of Treaty Engagement	<b>Location</b>	Wellington or Auckland
<b>Direct reports</b>	Nil	<b>Indirect reports</b>	Nil
<b>Financial Delegations:</b>	Nil	<b>Non-Financial Delegations:</b>	Nil

#### Operations Directorate

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

Initials \_\_\_\_\_

## Treaty Partnerships Business Unit

The Treaty Partnerships business unit delivers high quality Treaty of Waitangi policy and engagement advice and activities and provides Kaupapa Māori advice and support. The unit is responsible for strengthening Treaty of Waitangi partnerships and facilitating iwi, hapū and whānau Māori to participate in the Inquiry process through the:

- Provision of strategic leadership and guidance to Commissioners and across all Inquiry directorates on the Inquiry's on-going and evolving partnerships and relationships with iwi, hapū and whānau Māori, mātaawaka and Māori NGOs, academics, and Māori roopu.
- The provision of policy advice to Commissioners and across all Inquiry directorates on Treaty of Waitangi impacts and implications.
- Development of written advice, including report development services, that will input into Ngā Pūrongo (our reports/case studies).

There is a strong focus on successfully working with colleagues across the Operations directorate, Counsel Assisting and more broadly across all Inquiry directorates to deliver high quality results.

## What you'll do

The Senior Advisor, Treaty Engagement contributes thought leadership, expertise and guidance to the Royal Commission of Inquiry to deliver its agreed work programme and achievement of its Terms of Reference. You will work across the inquiry to assist with delivering and monitoring the Commission's Treaty Engagement strategy, and engage with ngā morehu and their whānau, key Māori groups and organisations, including iwi/hapū, Rūnanga and Kaupapa Māori service providers, and Māori academics and collect information and evidence to ensure that their voices are heard in the Inquiry's work.

Accountabilities	Responsibilities
Strategy and Direction	<ul style="list-style-type: none"> <li>▪ Contribute to the development of strategic advice to the Head of Treaty Engagement particularly as it relates to implementing the Royal Commission's Treaty Engagement Strategy.</li> <li>▪ 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.</li> <li>▪ Contribute to the development of advice on, and lead as directed by the Head of Treaty Engagement, the development and implementation of strategies, practices and policies to improve engagement with Survivors and their whānau, hapū and iwi, Māori organisations, Māori academics.</li> </ul>
Plan, organise and manage	<ul style="list-style-type: none"> <li>▪ Contributes to, and leads when directed by the and leads when directed by the Head of Treaty Engagement, multiple pieces of work concurrently and actively and independently plans and manages workload.</li> <li>▪ Works with some guidance on the overall Treaty Engagement Strategy, within the resources available and provides timely reports on progress to the Head of Treaty Engagement.</li> <li>▪ Apply project management principles and techniques, as appropriate to the activity being undertaken.</li> <li>▪ Ensure the scope of activities are properly defined, resource requirements are identified, and work outputs are delivered within agreed timeframes.</li> <li>▪ Assist others to provide effective input and contribution.</li> <li>▪ Seek innovative solutions and continuous improvement.</li> <li>▪ Demonstrate personal leadership and responsibility.</li> </ul>
Collaboration and teamwork	<ul style="list-style-type: none"> <li>▪ Assist in the development and mentoring of advisors.</li> <li>▪ Collaborate to ensure compliance with the Inquiry's monitoring and reporting framework.</li> <li>▪ Contribute ideas and advice freely and frankly.</li> <li>▪ Continuous communication of ideas, progress and results.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Coaches and mentors, supports team capability development including providing supervision, guidance and on-the-job training.</li> <li>▪ Takes a leadership role in project teams and understands and utilises the capability of team members to deliver high quality project outputs.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>▪ Establish and grow relationships with iwi, kaupapa Māori organisations and Māori academics – as well as Royal Commission staff – that are positive, effective and respectful.</li> <li>▪ Build rapport with related stakeholders, in order to provide advice, guidance and counsel that is purposeful, trusted and influential.</li> <li>▪ Be a sounding board for both iwi/kaupapa Māori organisations and related Royal Commission staff. Promotes best practice for iwi Māori engagement.</li> <li>▪ Manage relationship issues between iwi/kaupapa Māori organisations and the Royal Commission, as well as escalation.</li> <li>▪ 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.</li> <li>▪ Work collaboratively across the Royal Commission with stakeholders to ensure analysis, advice and insights are informed by the full extent of work undertaken in Treaty Engagement.</li> <li>▪ Act in a manner which is consultative, non-territorial and collegial.</li> </ul>
Engagement	<ul style="list-style-type: none"> <li>▪ As directed by the Head of Treaty Engagement, deliver direct engagement with iwi /kaupapa Māori organisations utilising the engagement practice principles.</li> <li>▪ Contribute to the development and implementation of the guidance, frameworks and tools to support the Royal Commission to listen and respond to the voices of ngā morehu and their whānau.</li> <li>▪ Contribute to the creation of opportunities for ngā morehu and their whānau, iwi/kaupapa Māori organisations to be directly involved and to influence the Inquiry.</li> <li>▪ Develop advice on the creation of platforms and forums to enable the Royal Commission to effectively and appropriately connect with the voices of ngā morehu and their whānau.</li> <li>▪ Stay abreast of developments in the voices of ngā morehu and their whānau engagement practice, particularly in relation to listening to and embracing voices of the voices of ngā morehu and their whānau in decision-making and practice.</li> <li>▪ Contribute to, or Lead one-off projects as directed by the Head of Treaty Engagement including: compiling and processing data, overseeing the arrangement of logistics for projects and administrative support where required.</li> <li>▪ Contribute to, and lead as appropriate, the synthesis, and communication of key learnings from engagements with the voices of ngā morehu and their whānau, and iwi /kaupapa Māori organisations so that they can be applied across the organisation.</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Carry out duties in ways that are consistent with, and honour the Commission’s commitment to, Te Tiriti o Waitangi.</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 to the Commissions people, operations or reputation.</li> <li>▪ Maintain a strict sense of professional ethics, confidentiality and privacy, and abide by the public service Code of Conduct.</li> </ul>
Health, safety and wellbeing	<p>Everyone is required to:</p> <ul style="list-style-type: none"> <li>▪ Take reasonable care for their own health, safety and wellbeing.</li> <li>▪ Take reasonable care that they do not adversely affect the health, safety and wellbeing of other people.</li> <li>▪ Co-operate with any reasonable workplace policy or procedure that has been communicated including prompt reporting of health and safety incidents.</li> </ul>

	<ul style="list-style-type: none"> <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>
Other	All other duties as required.
Travel	Travel may be required for this role from time to time.

## Qualifications and experience

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant qualification or experience.</li> </ul>
<b>Experience and knowledge</b>	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> <li>The role of the public service, the machinery of government and the independent role of a Royal Commission.</li> <li>Strong relationship management skills.</li> <li>Developed and maintained networks with iwi/kaupapa Māori organisations.</li> <li>Well-developed written and oral communication skills.</li> <li>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, iwi/kaupapa Māori organisations and stakeholder motivations and the ability to influence and persuade.</li> <li>Effective planning and organisation skills, including time management and prioritising in a results-focused environment.</li> <li>Demonstrated understanding of and experience working in accordance with Te Tiriti o Waitangi.</li> <li>Te Reo Māori fluency would be beneficial</li> <li>Experience in issues and themes relevant to State and/or Faith-based settings, Māori, Pacific People's or Deaf and Disabled People's care settings would be advantageous.</li> <li>Coaching or training of less experienced advisors desirable.</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 may be amended in consultation with the employee by addition, deletion or alteration as required to adapt to changing conditions.</p>
<b>Inclusion and Diversity</b>	<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"> <li>▪ Commissioners</li> <li>▪ Executive Leadership team</li> <li>▪ Associate Executive Director – Operations</li> <li>▪ General Manager, Treaty Partnerships</li> <li>▪ Heads / 3rd tiers across the organisation</li> <li>▪ Team Leaders/ 4th tiers across the organisation</li> </ul>	External	<ul style="list-style-type: none"> <li>▪ Iwi/Kaupapa Māori organisations</li> </ul>
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