# Senior Governance Advisor

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| 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).  The Inquiry is also guided by a number of human rights treaties including, the United Nations Convention on the Rights of Persons with Disabilities. | | | |
| 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**

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| Role details | | | |
| **Business unit** | Governance | **Directorate** | Operations |
| **Reports to** | Head of Governance | **Location** | Wellington or Auckland |
| **Direct reports** | Nil | **Indirect reports** | Nil |
| **Financial Delegations:** | Nil | **Non-Financial Delegations:** | NIl |

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| **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*.    **Governance Business Unit**  The Governance business unit delivers high quality project and programme management advice and activities in supporting the effective and efficient implementation and monitoring of *Tō Tātou Mahere* and provides secretariat and administration services to the Programme Steering Committee, *Tō Tātou Mahere* Committee and a number of advisory and report reference groups.  The Programme Management Office works across all Inquiry directorates to ensure that processes, methods and tools are documented, comprehensive project plans are developed and maintained including interdependencies, while maintaining an overview of, and reporting on and monitoring progress, and providing advice on the overall programme to the Associate Executive Director, Operations, Executive Director and Commissioners.  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 role reports to the Head of Governance and is part of the Governance group. There are three Senior Governance Advisors who support the Head of Governance in the leadership of the Royal Commission’s governance system.  Work includes developing a plan of work for continuous improvement, recommending changes and implementing initiatives. It also provides of a variety of advisory and secretariat functions.  This role oversees critical Commission-wide mechanisms, such as providing support to the Programme Steering Committee, *Tō Tātou Mahere* Committee and a number of advisory and report reference groups. This involves  Providing secretariat services including implementation of meeting processes and procedures, note/minute-taking, planning of the forward agenda, following up on key actions and ensuring that decisions are notified, and information is provided to all staff on a timely basis.  The Senior Governance Advisors operate in close collaboration with the Associate Executive Director, Operations. They also work closely with the Commissioners, Executive Director, General Managers, Heads and Team Leaders across the Royal Commission. | | | | | |
| **Accountabilities** | | **Responsibilities** | | | |
| Governance | | * Maintain the conflict of interest management system and associated records as required for relevant governance, advisory and report reference groups * Maintenance of key governance documents and instruments such as charters and memorandums of understanding * Lead and/or contribute to any governance or other related projects across the Directorate as required. * Lead and/or contribute to the provision of secretariat services for relevant governance, advisory and report reference groups as required * Build and maintain effective relationships with Commissioners, Senior Leaders and staff across the Royal Commission * Build and maintain relationships with other relevant external stakeholders aimed at enhancing the integrity and credibility of the governance function and ensuring alignment with good practice across the public and private sectors. * Work closely with the AED, Operations, Head of Governance and other Governance Advisors to develop a work programme for the full establishment and continuous improvement of the governance system * Supporting the development, implementation and evaluation of governance frameworks, standards and processes to support continuous improvement. * Ensuring the Programme Steering Committee, *Tō Tātou Mahere* Committee and the Royal Commission’s advisory and report reference groups are provided with appropriate secretariat and advisory services as required. * Supporting delivery and decision-making through the dissemination of information flows and reporting between the Commissioners and the rest of the organisation. * Providing analysis and quality assurance to ensure papers are fit for purpose and inform the Head of Governance and AED, Operations of any issues arising. * Supporting processes for monitoring the health of the governance system. | | | |
| Analysis and advice | | * Provide high quality report writing and/or editing services in relation to memos to be submitted to the Programme Steering Committee (PSC), *Tō Tātou Mahere* Committee (TTMC) or advisory and report reference groups. * 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 covered in any memos for PSC or TTMC. * 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 | | * 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 governance objectives, within the resources available and provides timely reports on progress to the Head of Governance. * 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. | | | |
| Te Tiriti o Waitangi | | * 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. | | | |
| Risk Management | | * 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 | | Everyone is required to:   * 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** | | | * Relevant qualification or experience. | | |
| **Experience and knowledge** | | | * At least three years’ experience working in a governance role * Proven experience in providing efficient and effective administration services preferably to a senior executive team or an advisory or statutory body * Prior experience building and maintaining strong and effective working relationships * Demonstrated experience in working collaboratively * Demonstrated experience in exercising sound judgement and tact * Demonstrated experience in process/system improvement * Sound knowledge of organisational governance structures and processes * Sound understanding of NZ Government and Parliamentary processes, conventions and functions * Excellent planning and priority setting skills * Well-developed communication skills, both written and verbal * Ability to make sound judgements and identify and manage risks effectively * Strong organisational skills * Proficient minute-taking at a senior executive team level * Demonstrated well developed self-management skills * Strong relationship management skills | | |
| **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 of alteration as required to adapt to changing conditions. | | |
| **Inclusion and Diversity** | | | 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.  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. | | |
| **Key relationships** | | | | | |
| Internal | * Associate Executive Director – Operations * General Manager and Heads across the organisation * Team Leaders across the organisation * Team members and colleagues in multi-disciplined project teams * Counsel Assist | | | External | * Nil |
| Last reviewed | | | | June 2022 | |