



Abuse in Care

Royal Commission of Inquiry

Senior Graphic Designer

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	Communications	Directorate	Survivor Accounts, Engagement and Communication
Reports to	Associate Director – Survivor Accounts, Engagement and Communications	Location	Wellington
Direct reports	Nil	Indirect reports	Nil
Financial Delegations:		Non-Financial Delegations:	

Survivor Accounts, Engagement and Communications

The Survivor Accounts, Engagement and Communications directorate facilitates engagement with survivors and other stakeholders, and provides communication, media and engagement services. Communications are provided to both internal and external stakeholders. The Community Engagement team is established to support the participation, ongoing engagement, and wellbeing of survivors, others impacted and their supporters in New Zealand and overseas by working collaboratively with community organisations and building their capacity and motivation to support the aims of the Inquiry.

What you do

Provide digital and print design expertise to clients and stakeholders for marketing and communications materials. Conceptualise, plan, design and produce print, online and multimedia outputs, for more complex projects, consistent with Royal Commission branding and design standards.

The position provides expert graphic design guidance, advice and creation to Royal Commission and is part of the Communications team, flexibly providing services across the Inquiry.

You build and maintain professional relationships with and assist the Executive Director in their relationships with external SAGE and Te Taumata members and Ministerial and DIA staff, and facilitate the effective participation of these external stakeholders to help deliver the Commission’s work programme.

Accountabilities	Responsibilities
Service Delivery	<ul style="list-style-type: none"> ▪ Provide a high-quality customer experience and timely, accurate, convenient and consistent graphic design services. ▪ Develop and produce quality design solutions that meet the Royal Commission’s needs and are Survivor-centric. ▪ Undertake design work across multiple, and complex projects for print and digital collateral, ensuring work is of a high standard and properly aligned with Royal Commission branding and appropriate for the Survivor audience. ▪ Responsible for the overall design production process from concept definition to end-product delivery, on time and within agreed budgets. ▪ Provide design and medium advice and guidance. ▪ Gather and document full design briefs. ▪ Create and develop design concepts and solutions for all Royal Commission collateral and communications materials with a specific focus on delivering our reports. ▪ Develop and present design concepts within agreed timeframes for review and feedback. Be open to feedback and receive critical review positively. ▪ Prepare and present final layouts and design outputs for final approval. ▪ Prepare files for print and digital production ensuring stakeholders are up-dated regularly regarding deliverables and timeframes. ▪ Conduct quality assurance measures for digital and print publication, such as checking and approving colour, copy, text format separations, and scaling images for print production.
Collaboration and Relationships	<ul style="list-style-type: none"> ▪ Work closely and proactively with internal and external stakeholders to determine their requirements and ensure clear mutual understanding of the design work. ▪ Collaborate with stakeholders to balance feedback, best practice and accessibility. ▪ Build a positive working relationship across the Royal Commission and ensure the concepts and ideas within each Inquiry workstream are appropriately considered and reflected as necessary in design outputs. ▪ Build and maintain positive and collaborative working relationships to build an excellent customer experience and the seamless provision of services.

Te Tiriti o Waitangi	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 Commission’s 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>Anybody that has responsibility for a person/s must comply with the requirements of the Commission’s health and safety policies. It is an expectation that this will include:</p> <ul style="list-style-type: none"> ▪ Communicating health and safety expectations with workers and enable participation in training; ▪ Monitoring compliance and ensure the accurate reporting, recording and investigation of workplace incidents; ▪ Supporting the early return to work of employees following injury or illness; <p>Upholding health and safety standards in the workplace and foster active worker participation in health and safety.</p> <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.
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.
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>

Qualifications and experience

Qualifications	<ul style="list-style-type: none"> ▪ Tertiary level qualification in a relevant subject or recognised qualification(s) appropriate to the role.
Experience and knowledge	<ul style="list-style-type: none"> ▪ 5-10 years' of experience as a professional designer with demonstrated typesetting and graphic design skills and a strong portfolio. ▪ Ability to work under pressure, prioritise and manage conflicting deadlines across multiple projects.

	<ul style="list-style-type: none"> ▪ Experience in working with senior stakeholders and delivering high quality, on brief design outputs. ▪ Experience in working with professional external suppliers. ▪ Experience in managing stakeholder design expectations and working within organisational brand concepts. Well-developed keyboard and word-processing skills. ▪ Knowledge of design and specialist software (Adobe Creative Suite). ▪ Strong digital media skills. ▪ Working knowledge of print and digital industries. ▪ Able to incorporate tikanga Māori into design elements. ▪ Resilience, emotional strength, a calm demeanour and the ability to motivate others. 			
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 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.			
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Key relationships				
Internal	<table border="0"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Associate Executive Director – Survivor Accounts, Engagement and Communications ▪ Head of Communications ▪ Other Royal Commission employees ▪ Commissioners </td> <td style="vertical-align: top; text-align: center;">External</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Publishing providers including photographers and printers ▪ Survivor Advocacy Groups </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Associate Executive Director – Survivor Accounts, Engagement and Communications ▪ Head of Communications ▪ Other Royal Commission employees ▪ Commissioners 	External	<ul style="list-style-type: none"> ▪ Publishing providers including photographers and printers ▪ Survivor Advocacy Groups
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Last reviewed		September 2021		

Approved Head of Communications 30/09/2021