



# Abuse in Care

## Royal Commission of Inquiry

### Senior Policy Advisor

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 1959 and 1999.

The Inquiry is examining what happened and why and will make recommendations aimed at stopping this happening in the future.

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

**Business unit**

Research & Policy

**Directorate**

Survivor Accounts, Research and Policy, and Investigations

**Reports to**

Manager, Policy

**Location**

Wellington

### Policy Team

The Policy team has an important role in relation to both the 'looking back' and 'looking forward' strands of our work. We are tasked with providing support to enable commissioners to make recommendations on frameworks for preventing and responding to abuse in care, and on the provision of redress. Our work includes considering the adequacy of existing prevention, response, and care frameworks, and the development of recommendations for change to legislation, policy, rules, standards and practices.

## What you'll do

Senior Policy Advisors are tasked with scoping, effectively leading, and delivering large and complex pieces of policy work across multi-disciplinary teams. This includes the provision of analysis and advice to help establish policy contexts and to identify common themes, policy objectives and questions, and options for change.

Accountabilities	Responsibilities
Policy Advisory	<ul style="list-style-type: none"> <li>Assist with the work programme by leading and contributing to specific policy projects and providing support to others</li> <li>Provide high quality policy advice and leadership</li> <li>Provide policy support and leadership to assist with investigations and hearings work</li> <li>Respond to demand driven work, as required</li> <li>Prepare working papers, reports, and briefings, as required.</li> <li>All other duties as required.</li> </ul>
Policy Administration	<ul style="list-style-type: none"> <li>Effectively manage policy projects including scoping, timelines, milestones and deliverables, consultation processes, risk analysis, documentation and reporting</li> <li>Contribute to the development of contracts to externally commission policy work (as required), and manage contracts, as required</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>Work closely and collaboratively with other colleagues and leaders across the Royal Commission.</li> <li>Work with others, including the Community engagement, Wellbeing, Survivor Accounts and Investigations teams to build a strong Treaty of Waitangi approach across the work of the Commission.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Work programme and management reporting as required, including to ELT and Commissioners.</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>Support a focus within the Inquiry that is consistent with 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, 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 your own health and safety</li> <li>Take reasonable care that you 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 its health and safety obligations.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>Travel may be required.</li> </ul>

## Qualifications and experience

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Tertiary or professional qualification in a related field e.g. Public Policy, Social Policy, Public Administration, or similar</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 and machinery of government</li> <li>Providing high quality policy analysis and advice, and effectively applying the outcomes of research, evaluation and monitoring</li> <li>Tailoring written and oral communication to a wide range of audiences</li> <li>Relationship management and stakeholder consultation</li> </ul>

## Qualifications and experience Continued

<b>Experience and knowledge Continued</b>	<ul style="list-style-type: none"> <li>▪ Experience in contributing to the conceptual or principles base for policy and/or legislative reviews for Māori</li> <li>▪ Experience in developing regulatory policy and legislation - from policy development through to enactment</li> <li>▪ Peer reviewing or drafting quality work using a Māori lens</li> <li>▪ Experience in using project management disciplines and leading policy projects.</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>

## Role dimensions

### Reports

Direct reports	Nil	Indirect reports	Nil
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Financial Delegations:	Nil	Non-Financial Delegations:	Nil
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### Key relationships

<b>Internal</b> <ul style="list-style-type: none"> <li>▪ Senior Managers</li> <li>▪ Policy, Research, Treaty Engagement and Legal staff</li> <li>▪ Other Royal Commission employees</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>▪ Statutory bodies and other agencies associated with the Department</li> </ul>
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### Your success profile for this role

At the Royal Commission, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Specialist](#).

#### Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

Last reviewed

October 2020