



# Abuse in Care

## Royal Commission of Inquiry

### Solicitor

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>	Investigations	<b>Directorate</b>	Operations
<b>Reports to</b>	Team Leader, Investigations	<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.

## Investigations

The Investigations business unit drives the delivery of the Inquiry’s investigation activities. The unit is responsible for gathering, analysing and reporting on documentary and witness evidence and providing advice to Commissioners on these matters which will input into the Inquiry’s findings, recommendations and Ngā Pūrongo (reports/case studies).

The investigation teams support the delivery of the Inquiry’s public hearing, wānanga and engagements schedule and deliverables. In addition, the Investigations business unit is responsible for establishing and implementing appropriate procedures for obtaining, handling, disclosing and publishing sensitive information.

The business unit may from time to time provide legal advice to Commissioners, the Executive Director, Associate Executive Director, Operations and other members of the Royal Commission team on the Inquiry’s terms of reference.

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

## What you’ll do

Under the direction and management of the Team Leader, Investigations the Solicitor assists in the provision of advice to the Royal Commission, as well as assisting with legal analysis and drafting, document management, conducting research, assisting with the preparation of public hearings, wānanga and engagements. It is expected that the Solicitor will work in a collaborative manner across all inquiry directorates and will form part of multidisciplinary teams in order to deliver joined-up advice to Commissioners.

Accountabilities	Responsibilities
Legal research, advice and evidential analysis	<ul style="list-style-type: none"> <li>▪ Provide, or assist in providing, legal and evidential analysis of information and evidence received during the inquiry.</li> <li>▪ Assist with the management of information and evidence received during the inquiry</li> <li>▪ Assist in the preparation of public hearings, including by identifying, sourcing and recommending material for disclosure and preparing materials for public hearings.</li> <li>▪ Work effectively with the Team Leader, Investigations and Head of Investigations to provide support across the Investigations Directorate, Counsel Assisting, Executive Leaders, Inquiry personnel or Commissioners.</li> <li>▪ Work collaboratively across all directorates of the Royal Commission.</li> <li>▪ Provide regular reporting to the Team Leader, Investigations and Head of Investigations on work plan activities</li> </ul>
Inquiry support	<ul style="list-style-type: none"> <li>▪ Contribute to the development of an investigation plan to meet the Terms of Reference and which forms part of the Inquiry’s roadmap – <i>Tō Tātou Mahere</i>.</li> <li>▪ Undertake research, analysis and drafting of advice, including legal advice on public and administrative law issues, as required.</li> <li>▪ Assist with the interview of witnesses and the preparation of witness statements, including analysis of statements as required.</li> <li>▪ Assist with the analysis of evidence and information received by the inquiry through all methods of evidence and information gathering (e.g., wānanga, fono, engagements, etc) including through Relativity.</li> <li>▪ Assist with the drafting of inquiry interim reports or case studies and/or the final report as directed.</li> <li>▪ Assist with the preparation of responses to procedural applications and the maintenance of internal administrative documents to track investigation progress and decisions.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Assist with the application of the General Restriction Order and section 15 orders to documentary evidence.</li> <li>▪ Engages widely to bring a whole of Royal Commission perspective to their role: actively contributes to multidisciplinary team discussions</li> <li>▪ Assist with the preparation of hearings, wānanga, fono and engagements as directed.</li> </ul>
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"> <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> <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	<ul style="list-style-type: none"> <li>▪ All other duties as required.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>▪ Travel may be required for this role</li> </ul>

## Qualifications and experience

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor of Laws (LLB).</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>▪ An understanding of the role of the public service, the machinery of government and the independent role of a Royal Commission.</li> <li>▪ Strong written and oral communication skills</li> <li>▪ Practising certificate or the ability to obtain one quickly.</li> <li>▪ 0 – 3 years PQE. Successful applicants may have had previous experience in a legal setting, with the ability to work collaboratively in a highly complex environment.</li> <li>▪ Working knowledge of Te Tiriti of Waitangi and tikanga Māori and how it can be applied</li> <li>▪ 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.</li> <li>▪ Good 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.</li> </ul>
<b>Variations to Duties</b>	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**

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**

- Commissioners
- Executive Director
- Associate Executive Director, Operations
- General Manager, Investigations
- Executive Leadership Team
- Head of Investigations
- Counsel Assisting
- Team Leader, Investigations
- Investigation team members
- All Royal Commission employees

**External**

- Witnesses

Last reviewed

October 2021

Approved AED-O 18/10/21