



Abuse in Care
Royal Commission of Inquiry

Position Description
Solicitor/Legal Advisor



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Role Title:	Solicitor/Legal Advisor	Reports to:	Solicitor Assisting
Direct Reports:	Nil	Location:	Wellington and Auckland
Financial Delegations:	Nil		
The Royal Commission:	<p>The Royal Commission of Inquiry into Historical Abuse in State Care and in the Care of Faith-based Institutions was established in February 2018. Over the next five years, the Commission will investigate the abuse and neglect of children, young people and vulnerable adults who were in the care of state and faith-based institutions in New Zealand between 1950 and 1999 and examine ways to stop further abuse.</p> <p>It is critical for the Royal Commission to collaborate with members of the Māori Partnership team to bring kaupapa, tikanga and te reo Māori approaches to development of the Royal Commission work programme and ensure that the principles of Te Tiriti o Waitangi are applied.</p> <p>For more information on the Royal Commission please see our website.</p>		
Our vision:	<i>“Transforming the way we, as a nation, care for children, young people and vulnerable adults in our communities”</i>		
Our values:	<p>Our values underpin everything we do:</p> <ul style="list-style-type: none"> • Aroha • Transparency • Fairness and Balance • Independence and Determination 		
Position Purpose:	<p>The Solicitor/Legal Advisor will provide specialist legal advice and support to the Royal Commission, as well as assisting with legal analysis and drafting, document management, conducting legal research, and assisting with training and support for other members of the Public Hearings and Investigations Team (including solicitors, investigators, counsel assisting and staff).</p>		
Key Responsibilities:	<ul style="list-style-type: none"> • Provide high quality specialist legal advice and support to the Solicitor Assisting, Senior Legal Adviser and the Public Hearings and Investigations Team, as well as to the Commission and Commissioners as requested • Provide, or assist in providing, legal and evidential analysis of topics arising for the Royal Commission under its Terms of Reference • Conduct legal research and produce reliable and well-reasoned memoranda • Manage and analyse documents, information and Inquiries Act applications received during the inquiry • Work effectively with the Solicitor Assisting and Senior Legal Adviser to provide training and support for other members of the Public Hearings and Investigations Team as well as Counsel Assisting the Inquiry and the wider staff of the Secretariat • Work collaboratively across all directorates of the Royal Commission • Regular reporting to the Solicitor Assisting and Senior Legal Adviser 		



Competencies and Behaviours:	<ul style="list-style-type: none">• Legal drafting, research and analysis skills - Proven ability to draft legal opinions, documents and memoranda; excellent legal research and analytical skills with high attention to detail• Communication skills – Has excellent written and verbal communication skills• Organisational commitment - Understands, and is committed to the Royal Commission’s goals, works to meet deliverables based on these.• Self-managing - Manages own time, and prioritises tasks effectively, based on the needs of the Royal Commission.• Teamwork - Works with Public Hearings & Investigations Team and wider Commission members to achieve common goals.• Resilience - Copes with stress and challenges, can quickly bounce back from adversity or challenges• Self-Awareness - Has an understanding of own feelings, sense inner signals, and recognises how your feelings affect you and your performance.
Health & Safety:	<p>Work safely and take responsibility for keeping self and our colleagues free from harm.</p> <ol style="list-style-type: none">1. 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:<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;• Upholding health and safety standards in the workplace and foster active worker participation in health and safety.2. Everyone is required to:<ul style="list-style-type: none">• Take reasonable care for their own health and safety;• Take reasonable care that they do not adversely affect the health and safety of other people;• Co-operate with any reasonable workplace policy or procedure that has been communicated;• Comply, with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations.
Experience:	<p>No minimum or maximum PQE applies but successful applicants will have previous experience in a legal setting, with the ability to work collaboratively in a highly complex environment.</p>



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Qualifications:	<ul style="list-style-type: none">• Bachelor of Laws (LLB)• Holds a current practising certificate from the New Zealand Law Society or has the ability to obtain a practising certificate quickly
Flexible Working:	Here at The Royal Commission your work life balance is important to us. We offer flexible working arrangements on a case by case basis; these will need to be agreed to with your leader.
Position description last updated:	Approved by Date