**JOB DESCRIPTION**

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| **Position:** | Advisory Group member |
| **Reports to:** | Chairperson or their delegate |
| **Location:** | Wellington / remote |

## Crown Response

The Government is responding to recommendations from the Royal Commission into Historical Abuse in State Care and the Care of Faith-based Institutions (the Royal Commission).

The Royal Commission was established by Government in 2018. It was set up to examine the nature and extent of the abuse of children, young people and vulnerable adults that occurred in State care and in the care of faith-based institutions from 1950–1999. The Royal Commission made more than 200 recommendations in two reports: *He Purapura Ora, He Māra Tipu from Redress to Puretumu Torowhānui* (2021) and *Whanaketia – Through pain and trauma, from darkness to light, Whakairihia ki te tihi o Maungārongo* (2024). The recommendations are addressed to the Crown, to faith-based institutions and to other named non-government organisations in the care and justice systems.

207 recommendations are addressed to the Crown and there are at least 21 different government agencies working on the recommendations. This includes the agencies that provide care, the Ministries of Health, Education and Social Development, and Oranga Tamariki.

## Crown Response Office

The Crown Response Office was established in September 2024 to drive the Government’s response to the Royal Commission. The Office sits within the Public Service Commission. The creation of the Office within a central Government agency was a key recommendation in the Royal Commission’s final report, Whanaketia – through pain and trauma, from darkness to light.

The Crown Response Office will support and service the Ministerial Advisory Group, however, the Group will remain independent of the Office.

## Position Purpose

The Abuse Inquiry Response Advisory Group (the Advisory Group) is a ministerial advisory group established by Cabinet to provide independent advice and assurance to the Lead Coordination Minister for the Government Response to the Royal Commission’s Report into Historical Abuse in State Care and in the Care of Faith-based Institutions. The Advisory Group will provide advice directly to the Lead Coordination Minister on the Crown’s approach to and progress in responding to the Royal Commission’s recommendations.

The Advisory Group will engage with survivors, advocates, and care providers, to provide advice to inform the implementation of the Crown Response, including:

* providing advice to the Lead Coordination Minister and relevant Ministers on relevant matters; and
* considering, reflecting, and including the interests, rights and experiences of children, young people and adults in care and survivors of abuse in care.

## Advisory Group Objectives and Responsibilities

The Advisory Group will provide independent advice to the Lead Coordination Minister (and other Ministers as agreed) on the approach to and progress of the Crown response.

The focus of the Crown response will be on redress system changes and making the current care system safe.

The Lead Coordination Minister will, through the Chair, direct its work by seeking advice on various topics. These topics may include providing advice and feedback to agencies on work programme initiatives. The Advisory Group, through the Chair, may raise additional topics it considers important for the Minister to consider. However, the Advisory Group should not begin additional work unless this is agreed by the Minister.

The Advisory Group may provide advice on matters including:

* the progress of the Crown Response work programme and its priorities;
* the monitoring approach;
* risks and or barriers that may impact the work programme;
* the design, development, and implementation of planned initiatives;
* the transition to phase two, exploring models of accountability, monitoring, and oversight entities; and
* other matters as directed by the Lead Coordination Minister.

As an advisory group, the Abuse Inquiry Response Advisory Group is not responsible for developing policy or implementing initiatives. It has no formal decision-making powers or accountabilities. It does not have powers to direct any agency, although it may provide feedback on draft proposals and can expect its advice to be given appropriate consideration.

Where the Advisory Group provides advice to Ministers or feedback to agencies, it is preferred that a consensus is reached, but alternate viewpoints may also be provided.

## Individual Member Responsibilities

Board members are expected to act with a high degree of professionalism, including:

* Working in an inclusive manner where diverse voices are listened to in an environment of trust and respect.
* Acting in accordance with processes and protocols agreed by the Lead Coordination Minister and the Chair.
* Attending scheduled meetings and undertaking any required pre-meeting reading to ensure they can engage fully at each meeting.
* Working transparently, consistent with all privacy and legal requirements.
* Disclosing any real, potential or perceived conflicts of interest as they arise and agreeing to the appropriate management of these conflicts, as determined by the Chair.
* Only claiming for legitimate expenses they may incur.

## Term and Hours of Work

Members are to be appointed for an initial term of two years. The Advisory Group will meet up to eight times per year, to provide ongoing advice and review progress. Advisory Group members may spend up to 16 hours (two days) per meeting on Advisory Group activities.

Supports and services will be made available to the Advisory Group to assist them in their work, ensure accessibility, and to help maintain members’ wellbeing in a sensitive role.

A member may resign by advising the Chair in writing. A decision about whether and how to replace that Advisory Group member will be made by the Lead Coordination Minister.

## Experience, Qualifications, Skills and Knowledge

* Experience with, or a connection to survivor experience and expertise.
* Experience in and/or a strong understanding of care safety settings and environments, including mental health, disability, education, and social services settings.
* Knowledge of and expertise in Crown obligations under the Human Rights Act 1993, the New Zealand Bill of Rights Act 1990 and Te Tiriti o Waitangi, and how they relate to care settings.
* Experience and/or strong understanding of the diversity of people in care settings.
* Governance and board experience.
* Reflect the Advisory Group’s initial focus of making the current care system safe and therefore include expertise from relevant sectors.
* A commitment to supporting diversity and inclusion.