

Researcher Analyst

Reports to	Manager Report Writing / Manager Inquiry Facilitation / Manager Research Services	Group	Operations and Service Delivery		
Unit/Team	Waitangi Tribunal Unit	Location	Wellington		
Direct Reports	Nil	HR Delegation	Nil	Financial Delegation	Nil

Our ministry

Justice is the foundation of any democratic society and New Zealand has one of the most trusted public services in the world. At the Ministry of Justice, we work as one team to provide a great service to the public every day. Our team of over 4,000 people is working together to strengthen people's trust in the law of Aotearoa New Zealand.

We lead the justice sector administering the courts and tribunals, the legal aid system, and the Public Defence Service, ensuring their integrity. We provide policy advice to the government on legislation relating to the justice system and New Zealand's constitution. We help the Crown to honour its responsibilities to Māori.

It is an exciting time to join us. We are leading the transformation of our criminal justice system, helping to tackle New Zealand's high levels of family violence and sexual violence, and improving New Zealanders' access to justice. We want to provide better justice for Māori and we are working closely with the tangata whenua.

We listen to and work with our communities so we can improve our services for the people who need them most and increase our support for the most vulnerable. We want people to have the same high quality of service regardless of who they are, where they are, or how they interact with us.

The Ministry is a great place to be - where you can be yourself and succeed. We value diversity. We respect our people, practice integrity, deliver great service and our team always aims for excellence - Respect, Integrity, Service, Excellence - R.I.S.E - these are our values.

Our values: RISE

Respect	Whakamana
We value others and their contributions	A process of mutual respect and understanding
Integrity	Toka Tū
We are honest and open	Solid in our foundations and maintain the integrity of the Ministry.
Service	Ākina
We deliver results	Encouragement. Doing what needs to be done without praise or the need to be recognised. It is about Service and doing the jobs that no one wants to do.
Excellence	Eke Panuku
We focus on quality	Successfully overcome. Going above and beyond, pursuing excellence in all that we do for the people that we engage with and serve.

Our group

Operations and Service Delivery (OSD) is responsible for delivering services to the Ministry's customers and supporting service delivery through the Courts and Tribunals. The group works collaboratively, harnessing our collective strength to deliver modern, accessible, people-centred justice services in a consistent manner for customers, regardless of where or how they interact with us.

OSD contains six groups that operate as one:

- Commissioning and Service Improvement oversees improvements to customer services and commissioning (contracting services from providers) and determines how best to deliver them to achieve national consistency.
- Courts and Tribunals, Regional Service Delivery supports face-to-face service delivery through four regions. This group supports the Judiciary and delivers quality services to participants across the District Court, Māori Land Court, and Tribunals.
- National Service Delivery delivers services nationally, where the services do not need to be delivered to the customer face-to-face. This includes transcription services, judicial libraries, collections, call centres and centralised services and central processing.
- Senior, Employment, Environment and Coroners Court (SEEC) provides high-quality support and services to the Court of Appeal, High Court, Employment Court, Environment Court, and Coroners Court.
- National Security Operations team is responsible for ensuring the safety and security for the judiciary, staff and visitors to Courts or Tribunals across NZ. This team is made up of approximately 350 frontline Court Security Officers, with supporting management team.
- Te Whare o Ngā Kaihautū Waka o Te Kōti-ā-Rohe o Aotearoa Office of the Chief District Court Judge provides administrative, operational, and strategic support to the District Court Judicial Leadership team, comprising the Chief District Court Judge, National Executive Judge, Principal Family Court Judge, and the Principal Youth Court Judge. The Office is largely independent in its support to the judiciary.

Your role

The Waitangi Tribunal inquires into Treaty claims through a broad range of inquiry programmes and processes. The Researcher Analyst supports the delivery of services, processes and projects across the whole inquiry life-cycle, in particular in undertaking commissioned research, facilitating the inquiry process through all phases and assisting the Tribunal with the writing of its reports.

The Researcher Analyst may work across different inquiries, sometimes concurrently, as inquiries progress through the different phases. The Researcher Analyst may also work across teams to support the inquiry work programme as a whole.

Your responsibilities

Work Programme Delivery / Project Management

- Assist in the scoping of project requirements, including resourcing, deliverables, milestones and timelines, risks and mitigations and the overall contribution of the project to the inquiry phase.
- Work with senior staff to manage projects against the approved scope, including the provision of status updates and early indication and escalation if risks arise.
- Work alongside senior staff to identify and engage with key stakeholders to ensure the project has the necessary support to be successful.

Research

- Undertake primary research, including Tribunal commissions, using archival and/or contemporary source material.
- Provide research assistance, where needed, in the form, for example, of supporting document banks and the review of primary and secondary sources.
- Write clear, coherently argued and well-structured research reports.
- Appear, if required, as an expert witness at Tribunal hearings to present commissioned research and respond to cross-examination.

Inquiry Facilitation

- Lead the facilitation of hearings and judicial conferences at venues throughout the country.
- Facilitate the smooth operation of hearings, judicial conferences and interlocutory proceedings through high quality planning and preparation.
- Advise on and prepare judicial drafts of Tribunal directions and memoranda.
- Advise and assist presiding officers, as required, in the efficient conduct of inquiries through all phases.
- Assist the Tribunal to analyse and summarise evidence and legal submissions
- Facilitate claimant engagement in Tribunal inquiry processes including inform inquiry parties on the preparation and presentation of inquiry evidence.

Analysis

- Assist Tribunal panels by analysing the positions of the parties.
- Assist Tribunal panels in preparing their statements of issues defining the scope of

inquiry.

- Analyse inquiry evidence, provide authoritative advice on its interpretation and prepare discussion papers to assist Tribunal panels and inquiry parties.

Report Writing

- Prepare draft chapters and sections of Tribunal reports.
- Prepare evidential summaries and advice to the Tribunal prior to hearings.
- Assist Tribunal panel members in report drafting.
- Assist Tribunal panels in analysing the arguments, quality of evidence and positions of the parties in light of Treaty jurisprudence.
- Facilitate panel meetings and processes in the preparation of their report.

Quality Assurance

- Provide input into the development and maintenance of best practice systems and documentation for Tribunal phase processes.
- Ensure work aligns to quality assurance processes, practices and frameworks.
- Participate in post-project/phase reviews to identify learning/improvement opportunities for the future.
- Assist in peer review activities as required.

Health & Safety at Work

- Comply with health and safety procedures
- Take all practicable steps to ensure you don't harm yourself or anyone else
- Report all incidents and help to identify and manage hazards
- Support the site health and safety committees.

Your working relationships

Internal	Director, Waitangi Tribunal Deputy Director, Waitangi Tribunal Waitangi Tribunal Unit Leadership Team Employees within the Unit Relevant Business Units and other teams within the Ministry of Justice
Judicial	Presiding Officers Tribunal members
External	Claimants and claimant bodies Counsel for the claimants, the Crown and other parties to inquiries Crown Forestry Rental Trust Treaty sector agencies Government Ministries and Departments Archival institutions and libraries, in particular Archives New Zealand and the National Library of New Zealand Universities, wānanga and research centres specialising in relevant fields Academic / professional networks and research organisations Contracted service providers

Your education & experience

EDUCATION/PROFESSIONAL QUALIFICATIONS AND TECHNICAL SKILLS

- A relevant research-based tertiary qualification or significant progress towards one, or equivalent research or professional experience, together with a commitment to ongoing professional development.

WORK EXPERIENCE

It is expected that the Researcher Analyst will have many of the following:

- Strong analytical skills
- Knowledge of and expertise in New Zealand history, public policy or law
- An excellent grasp of research techniques
- Excellent writing skills
- Experience in undertaking research and writing projects
- Experience in project management/project leadership
- Experience working under pressure and meeting deadlines
- Experience in group facilitation and/or event facilitation
- Experience of working with Māori
- Knowledge of te reo and tikanga Māori and a commitment to further develop such knowledge
- Demonstrated high level of self-motivation and initiative to set and achieve goals
- Knowledge of judicial processes and/or experience of working with the judiciary

Public Service

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi / te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.