

## Independent Police Conduct Authority (IPCA)

### Position Description

Position title:	Principal Adviser - OPCAT
IPCA Team:	Assurance
Location:	Wellington
Date of issue:	May 2025
Reports to:	Manager: Assurance
IPCA HR Ref:	

#### PURPOSE OF THE ROLE

The role of the Principal Adviser is to work with the OPCAT team to support the IPCA Chair by providing strategic advice, sector coordination, planning and assistance on matters relating to policy, professional practice and training (internal and external).

The Principal Adviser will contribute their strategic expertise and advice in support of the communications, knowledge management, international relations and research and evaluation functions and provide a strong influencing role with external parties on behalf of IPCA.

The Principal Advisor will in conjunction with the Manager Assurance develop and drive the OPCAT work programme, providing oversight to the delivery work of the Inspectors.

#### ABOUT THE IPCA

The IPCA is an Independent Crown Entity established by the IPCA Act to investigate and resolve complaints against the Police. The Authority exists to enhance public trust and confidence that complaints about Police conduct and incidents involving death and serious bodily harm are fairly and impartially investigated or overseen, and grievances are appropriately addressed. It also makes recommendations for change in Police policy and practice which contributes to improved Police performance.

The Authority also serves as a National Preventive Mechanism (NPM) under the Crimes of Torture Act 1989, which implements the United Nations Optional Protocol to the Convention Against Torture (OPCAT). This involves inspecting and auditing reports on Police detention facilities throughout New Zealand to ensure that they are safe and humane and that they meet international standards.

The IPCA is an appropriate authority under the Protected Disclosures (Protection of Whistleblowers) Act 2022.

The IPCA is governed by a Board, which is chaired by a Judge. The Chair is also the operational head of the IPCA.

## THE IPCA'S OPERATIONS GROUP

The IPCA Operations Group includes three functional service delivery areas: investigations; resolutions; and assurance which are all contributed to and supported by the Corporate Team.

The Operations Group are responsible for the following areas:

### ***Assurance***

The Assurance Team is responsible for:

- Cat B Investigation oversight.
- OPCAT work programme.
- Management of assigned portfolios including but not limited to Recommendations to Police and monitoring of implementation.
- Management and co-ordination of assurance focused work programmes including but not limited to management and co-ordination of the Quality Assurance Framework.

### ***Investigations***

The Investigations Team is focused on the investigation, conduct, and conclusion of investigations into complaints against the Police, and incidents where death or serious bodily harm has resulted. This involves conducting independent investigations. They are responsible for writing final public reports, or letters for Police and complainants, which are appropriate to the level of investigation undertaken.

### ***Resolution***

The Resolutions team is responsible for receiving, assessing, categorising, managing and resolving complaints submitted to the IPCA that do not require formal investigation by Police or the Authority (Category C or D). This includes communication with complainants, and liaison with the relevant Police Professional Conduct staff.

## IMPORTANT RELATIONSHIPS

### ***Internal:***

The IPCA is a small organisation where the teams work collaboratively. This position can expect to have relationships with staff across the organisation and including the IPCA Chair, Board members and Managers as well as their immediate colleagues.

### ***External:***

- Police Custody staff at PNHQ and in Districts
- Key external stakeholders
- Other NPM agencies
- Relevant professional contacts and liaison networks

## KEY ACCOUNTABILITIES

<b>Accountability</b>	<b>Deliverables / Outcomes</b>
Policy & Professional Practice	<ul style="list-style-type: none"> <li>• Provide strategic comment and advice on issues or proposals that would affect IPCA's jurisdiction and operational practice.</li> <li>• Develop and drive the OPCAT work programme including gaining data insights and intelligence to inform reporting on trends and recommendations.</li> <li>• Support the OPCAT inspectors in conducting custody inspections</li> <li>• Ensure an internal consistent and coherent approach is applied to meet our external obligations.</li> <li>• Identify, develop and maintain key external stakeholder relationships.</li> <li>• Influence change to policy and practice with Police and other NPM's</li> <li>• Provide comment and advice in relation to media enquiries.</li> <li>• Assist in the development and implementation of quality assurance policies, processes and systems.</li> <li>• Provide assistance in the monitoring, review, development and evaluation of OPCAT systems, processes and professional practices.</li> <li>• Analyse issues and provide responses to queries (from internal and external sources) about the Authority's approach.</li> <li>• Contribute and oversee the Police Custody QAIF process</li> <li>• Work with and consult with other relevant staff supporting the Chairs NPM function including annual reporting and attending meetings.</li> </ul>
Mentoring/Coaching	<ul style="list-style-type: none"> <li>• Mentor and train Inspectors</li> <li>• Provide oversight to Inspectors in the delivery of the OPCAT work programme</li> </ul>
General	<ul style="list-style-type: none"> <li>• Collaborate, and maintain good working relationships within the OPCAT team and with colleagues across other teams to support the achievement of OPCAT objectives.</li> <li>• Meet agreed performance targets and standards.</li> <li>• Ensure Office policies and procedures are implemented and applied appropriately.</li> <li>• Ensure the Manager Assurance is kept apprised of significant events, issues and potential risks, and advice provided as appropriate.</li> <li>• Represent the IPCA in a way that protects and enhances its reputation and mana.</li> <li>• Undertake regular travel as required</li> <li>• Undertake such activities and assignments as may be reasonably required by the IPCA from time to time.</li> </ul>
Business processes and practices	<ul style="list-style-type: none"> <li>• Bring developments of an unusual or complex nature to the attention of a Manager Assurance at the earliest opportunity.</li> <li>• Use IPCA resources efficiently and effectively.</li> </ul>

	<ul style="list-style-type: none"> <li>• Adhere to the IPCA document structure and maintain accurate database records.</li> <li>• Maintain the confidentiality of all information acquired in the exercise of the IPCA's functions.</li> <li>• Maintain a sound and current knowledge of relevant legislation, and Police practices, policies and procedures.</li> <li>• Provide reports, memoranda, and other required advice within the Board's and management's timelines.</li> </ul>
Contribute to the service delivery of the IPCA	<ul style="list-style-type: none"> <li>• Contribute to a positive team environment.</li> <li>• Lead by example and role model IPCA values and required behaviours</li> <li>• Work collaboratively with others to achieve goals.</li> <li>• Present a professional image of the IPCA to internal and external business partners.</li> <li>• Contribute productively at team meetings and to the ongoing development and effectiveness of the team.</li> <li>• Work collegially and effectively with other IPCA business groups.</li> <li>• Provide advice, support and mentoring to colleagues</li> </ul>

## COMPETENCIES

Competency	Evidence
Interpersonal skills	<ul style="list-style-type: none"> <li>• Communicates effectively with a wide range of individuals</li> <li>• Defuses high-tension situations comfortably</li> <li>• Displays empathy and sensitivity in distressing and highly emotional situations</li> <li>• Displays sensitivity to various cultural and ethnic groups and ethical beliefs</li> </ul>
Relationship focus	<ul style="list-style-type: none"> <li>• Responds effectively in a wide range of culturally and ethnically different contexts</li> <li>• Is dedicated to meeting the expectations and requirements of internal and external customers</li> <li>• Acts with stakeholders/parties in mind</li> <li>• Establishes and maintains effective relationships with parties and gains their trust and confidence</li> </ul>
Advise and Influence	<ul style="list-style-type: none"> <li>• Provides proactive and frank advice that is impactful, influential and able to be utilised</li> <li>• Frames advice in the context of relative priorities</li> <li>• Ability to shape debate and thinking influence and convey our viewpoint</li> </ul>
Communication skills	<ul style="list-style-type: none"> <li>• Demonstrates strong, interpersonal, verbal and written communication skills</li> <li>• Ability to convey complex or technical information both verbally and in written form tailored to a range of audiences</li> <li>• Writes succinct plain and grammatically correct English</li> <li>• Ability to defuse high-tension situations comfortably</li> </ul>

Competency	Evidence
	<ul style="list-style-type: none"> <li>Displays empathy and sensitivity in distressing and highly emotional situations</li> <li>Is approachable and non-judgemental</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>Adheres to the IPCA's core values of independence, trustworthiness, accountability, vigilance, timeliness, and integrity</li> <li>Appreciates and understands the importance of privacy and secrecy</li> </ul>
Organisational Cultural Commitment	<p>Contribute to the Authority's cultural commitment of:</p> <ul style="list-style-type: none"> <li>Recognising the constitutional status of Te Tiriti o Waitangi/The Treaty of Waitangi.</li> <li>Using best endeavours to act consistently with Te Tiriti o Waitangi/The Treaty of Waitangi and ensure that our policies, practices, and procedures reflect this commitment.</li> <li>Seeking to deepen collective understanding of te ao Māori and knowledge of tikanga Māori.</li> <li>Supporting staff who wish to learn te reo and promote and encourage the use of te reo Māori in the workplace.</li> <li>Building capacity to engage with Māori.</li> </ul>
Technical knowledge	<ul style="list-style-type: none"> <li>Demonstrate the qualifications, skills, knowledge, and experience required to successfully undertake the position (detailed in the person specification of the position description)</li> </ul>

## PERSON SPECIFICATION

### ***Education, Skills, Knowledge, Experience***

Required:

- Expertise in managing internal and external relationships with a variety of stakeholders in a challenging environment.
- Demonstrated success in building relationships and gaining the support and participation of key stakeholders.
- Policy experience
- High-level understanding of the operation of national and international law relevant to the OPCAT functions.
- Proven ability to recognise and understand key Māori, disability and other cultural and human rights concepts, including the Treaty of Waitangi and equal employment opportunities.
- Sound knowledge of the machinery of government, legislative process and the policy development process.
- Significant experience in an inspection, arbitration, mediation and/or investigation environment, preferably at a senior level.
- Experience in providing strategic, specialist advice.
- Proven analytical and problem-solving abilities, including the ability to apply intellectual rigour to analysing issues and generating creative, practical, sound advice and solutions.
- Exceptional written and oral communication skills.
- Excellent research skills.
- Able to effectively prioritise and execute work in a high-pressured environment.
- Common sense and sound, practical judgment.

- Willingness to travel

Desirable:

- A relevant tertiary qualification, preferably in policy, public or administrative law or related discipline.
- Understanding of the IPCA's jurisdiction and inspection practice. Experience of designing and delivering training. Proven ability to motivate, mentor, guide and train staff members.