

## **Report-Writing and Editorial Services**

The report-writing section assists Tribunal panels to prepare their reports. Its staff are supplemented when needed from the research team and by contractors, especially to enable the rapid completion of high priority and urgent inquiries.

Historians (report writers) help Tribunal panels to plan, prepare and finalise their reports in a timely manner. They prepare discussion papers, draft assigned report sections for consideration by members, and advise Tribunal panels on all the evidence filed on the record of inquiry and given by witnesses at hearings.

When the report is ready, the editorial section undertakes its technical production and oversees its publication.

## **Qualifications and Technical Skills**

### **The qualifications and technical skills required for these positions are:**

A tertiary education to at least masters degree level in history or Māori studies is required for these positions, although a tertiary qualification to at least masters degree level in other disciplines (in particular, resource management, law, and social science) will be considered if the applicant has appropriate research and writing skills.

## **Experience**

### **For these positions, an applicant should have:**

- Sound practical experience in project leadership and planning.
- Substantial experience as a professional historian or researcher in a relevant field, including experience of primary historical research or equivalent relevant research in other disciplinary fields.
- A thorough working knowledge of the principal and specialist archival repositories for researching New Zealand history.
- An established track record of contributing, to scholarly standards, to major writing projects (such as published and/or commissioned research) in history or other relevant fields.

- Proven experience in using information technology in day-to-day work practices, especially in composing large reports and effectively accessing online research resources.
- Experience in facilitating meetings to agreed outcomes.
- Experience in project management and leadership, in particular planning the inputs of many team members to meet deadlines and quality standards.
- Experience of working with Māori groups and organisations.