

# POSITION DESCRIPTION

Ministry for Vulnerable Children, Oranga Tamariki



**ORANGA  
TAMARIKI**  
Ministry for Vulnerable Children

Title:	Advisor, Internal Culture and Engagement
Group:	Communications and Engagement
Reports to:	Internal Culture and Engagement Manager
Location:	As specified
Direct Reports:	Nil
Budget:	No

## OUR ORGANISATION

### About us

The Ministry for Vulnerable Children, Oranga Tamariki is a new Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

### Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

### Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

### The Oranga Tamariki way

We're introducing a new way of doing things. A way of looking at the world that guides everything we do:



### Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially Māori tamariki and rangatahi.

## POSITION PURPOSE

The purpose of this role is to contribute to and lead, under the guidance of the Communications and Engagement management team, projects internally and externally. This will ensure a clear flow of high quality, well informed content to enable Oranga Tamariki to achieve its mission.

Communications and Engagement will reflect Oranga Tamariki’s aims of:

- always considering children first and foremost
- enabling best practice
- growing trusted relationships
- high aspirations for all children, particularly Māori.

Above all, our Communications and Engagement work will:

- create champions
- evidence change
- strengthen relationships
- grow public confidence.

## KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
<b>Internal Culture and Engagement</b>	<ul style="list-style-type: none"> <li>- Create values driven content to support building a culture centred on the Oranga Tamariki Way</li> <li>- Create and coordinate content, events and forums to increase staff engagement, share information and build pride in Oranga Tamariki</li> <li>- Identify good stories and bring them to life creatively leveraging all communications platforms to reach a wide range of internal and external audiences</li> <li>- Create experiences for our people that generate connection, engagement and the opportunity for participation ie two way communication</li> <li>- Demonstrate a keen interest in culture building and behaviour change approaches to enable fresh thinking and new ways of working within Oranga Tamariki</li> <li>- Working with the C &amp; E team, provide a consistent, strategic ‘voice’ of Oranga Tamariki</li> <li>- Anticipate and respond to change as well as leadership and audience needs</li> <li>- Provide expert communications material that successfully engages stakeholders including children, young people, families of children and young people, decision-makers, agencies, partners and Ministers</li> <li>- Seek and follow up stories and talent within Oranga Tamariki to share internally and work with the media team to leverage for media opportunities</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>- Develop scoping and planning strategies for key projects</li> <li>- Collaborate with others through the life span of a project</li> </ul>

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> <li>- Provide project specific specialist support</li> <li>- Maintain strategic overview to ensure projects are completed on time, and consistently exceeding expectations.</li> <li>- Escalate issues that arise that require a managerial response; ie a 'no surprises' approach</li> <li>- Manage workflow in conjunction with your manager, by ensuring appropriate planning, prioritisation and re-prioritisation of work as required</li> <li>- Use measurement data to increase engagement and improve content</li> <li>- Provide assessment, reports and analysis of projects, which informs the overarching strategy of the C&amp;E function.</li> </ul>
<p><b>Being part of the Oranga Tamariki team</b></p>	<ul style="list-style-type: none"> <li>- Actively and positively participate as a member of the team</li> <li>- Proactively look for opportunities to improve the operations in Oranga Tamariki</li> <li>- Perform any other duties as needed by Oranga Tamariki</li> <li>- Comply with and support all health and safety policies, guidelines and initiatives</li> <li>- Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool</li> <li>- Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known</li> <li>- Adhere to all Oranga Tamariki's procedures, policies, guidelines, and standards of integrity and conduct</li> <li>- Commitment to the Treaty of Waitangi and respect and incorporate these into your work.</li> </ul>

## KEY RELATIONSHIPS

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|-----------------|---|
| <b>Internal</b> | <ul style="list-style-type: none"> <li>- Communications and Engagement Team</li> <li>- All of Oranga Tamariki especially:               <ul style="list-style-type: none"> <li>o Engaging all New Zealanders</li> <li>o Organisational Development</li> <li>o The Tamariki Advocate</li> <li>o The Office of the Chief Social Worker</li> <li>o Services for Children and Families</li> <li>o Youth Justice</li> <li>o Māori and Pacific Leads</li> <li>o Regional sites where our Communications and Engagement Advisors are based (Te Tai Tokerau, Auckland, Waikato, and Canterbury).</li> </ul> </li> </ul> |
| <b>External</b> | <ul style="list-style-type: none"> <li>- Social sector culture and communications colleagues</li> <li>- Other Government Ministries, Departments and NGOs.</li> </ul>   |

## QUALIFICATIONS & EXPERIENCE

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|-----------------------|---|
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>- A tertiary qualification is desirable.</li> </ul>  |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>- Proven experience in the Communications, Culture Building and Engagement or Media Management with a reputation for excellence</li> <li>- Prior experience at creating content to support information</li> <li>- Demonstrate experience at handling high pressure situations with calmness and professionalism.</li> </ul>  |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>- Excellent communication skills, including the ability to creatively tell compelling stories</li> <li>- Ability to integrate a broad range of communications and engagement initiatives, resulting in an effective, efficient and strategic work plan</li> <li>- Sound risk assessment, and risk mitigation skills</li> <li>- Ability to establish positive relationships and manage complex working relationships with people at all levels within and outside of government</li> <li>- Well-developed sector networks, with the ability to prioritise engagement to meet the needs of each audience</li> <li>- Ability to use discretion, exercise sound judgment, and successfully negotiate and influence</li> <li>- Ability to self-manage and work on multiple projects at once</li> <li>- Sensitivity towards diverse communities and all cultures.</li> <li>- A sense of humour</li> <li>- Love of cake.</li> </ul> |

