

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Advisor Ministerial Services
Group:	Policy and Organisational Strategy
Reports to:	Manager Ministerial Support
Location:	Wellington
Direct Reports:	No
Budget:	No

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a 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 tamariki and rangatahi Māori.

POSITION PURPOSE

The purpose of this role is to manage correspondence from members of the public to Oranga Tamariki and the Minister; and to provide a high level of support in relation to other ministerial documents. This includes managing, processing and drafting responses to Official Information Act (OIA) requests; and drafting responses to ministerial correspondence and written Parliamentary Questions (PQs).

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Ministerial, Oranga Tamariki and other documentation	<ul style="list-style-type: none">– On request, draft responses to correspondence and I-requests received by the Minister's Office or Oranga Tamariki– Coordinate the effective, secure and timely flow of documents to meet applicable deadlines and quality and performance standards– Drafting and coordinating the written Parliamentary Questions responses and aide memoires/briefings (as required) from the Minister's Office– Quality assure all documents to ensure they are fit for purpose before they are finalised and are sent to the relevant person
Manage Official Information Act and Privacy Act requests	<ul style="list-style-type: none">– Contribute to and support with Official Information Act requests for Oranga Tamariki and (on request) for the Minister's Office– Assist scoping requests and assessing relevant information– Draft OIA correspondence, including transfers, extensions and responses– Provide high level advice and support to staff from Oranga Tamariki and Minister's Office in relation to applying the OIA, including in relation to transferring and extending requests and applying the withholding grounds– Undertake consultation with other agencies, as required– Ensure that Oranga Tamariki meets its statutory obligations including meeting timeframes set out in the OIA– External correspondence drafted is written to a high standard and is free from errors
Relationship Management	<ul style="list-style-type: none">– Provide high quality advice and assistance to Oranga Tamariki staff about the processes, procedures and requirements relating to OIA requests, written PQs and Ministerial correspondence– Develop and maintain detailed and current knowledge of relevant Oranga Tamariki processes and requirements and key contacts– Ensure communication is appropriate for and understood by the intended audience– Know when consultation with or briefing of others is required, and who needs to be informed or involved– Recognise when there may be relationship management issues

Key Result area	Key Accountabilities
	<p>and seek advice as needed</p> <ul style="list-style-type: none"> – Build and maintain strong relationships across Oranga Tamariki, Minister's Office, and other departments and agencies as appropriate
Track and report on OIA requests, Ministerial correspondence and written PQs	<ul style="list-style-type: none"> – Prepare regular update reports when required, to assist with managing the compliance with statutory deadlines and standard operating procedures in respect of Ministerial correspondence and written PQs – Monitor and follow up deadlines and queries with appropriate Oranga Tamariki staff
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> – Actively and positively participate as a member of the team – Proactively look for opportunities to improve the operations of Oranga Tamariki – From time to time, you may be required to perform other reasonable duties as requested by your manager – Comply with and support all health and safety policies, guidelines and initiatives – Ensure all incidents, injuries and near misses are reported into our H&S reporting tool – Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known – Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct – Commitment and ability to respect and incorporate our obligations under Te Tiriti o Waitangi. – Understand and practice the Oranga Tamariki values.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none">- Other teams within the Public, Ministerial and Executive Services group- Legal Team- Communications and Engagement Team- Chief Executive's Office- Relevant managers and staff on specific issues- Other Oranga Tamariki Staff
External	<ul style="list-style-type: none">- Office of the Minister for Children- Other agencies

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none">- A relevant tertiary qualification or an equivalent body of knowledge.
Experience	<ul style="list-style-type: none">- An understanding of the Official Information Act.- An understanding of, or experience in, the public sector.- Knowledge of the machinery of government.- Experience working/communicating with the Office of a Minister- Excellent written and oral communication skills, including the ability to write documents that are clear, concise and in plain language.- Ability to proof read, edit and quality check the work of others.- A good knowledge of the Microsoft Office environment.
Skills	<ul style="list-style-type: none">- Excellent verbal, written and interpersonal communication skills- Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others- Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and a Pacific world view.
