

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Forensic Data Analyst
Group:	Corporate Services
Reports to:	Manager Risk and Assurance
Location:	As specified
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've introduced 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 Risk and Assurance team provides independent and objective assurance, risk advisory and fraud and integrity services to assist Oranga Tamariki management to deliver on its strategic priorities and meet its accountabilities. This is achieved by bringing an innovative approach to evaluating and improving the effectiveness of risk management, internal control and governance processes while ensuring that integrity is at the centre of everything we do.

The Forensic Data Analyst will be responsible for the provision of high quality information and forensic advice to support the response of Oranga Tamariki to internal fraud, risk and integrity responses, and assist the development of intelligence driven processes and operations.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Forensic analysis	<ul style="list-style-type: none">– Contribute to the extraction, validation and analysis of information as part of the prevention and investigation of internal risk, fraud and integrity issues, and for other audit and assurance purposes as required– Contribute to the analysis of information from different sources to advise on areas of potential staff fraud– Identify possible causes, interpret data and provide reports to inform responses– Seek information that identifies underlying problems or opportunities, recognising trends and associations of data– Support investigations and projects with forensic analysis tools.
Data management systems	<ul style="list-style-type: none">– Maintain and review the integrity of data held by the Risk and Assurance group– Use structured query language (SQL) to retrieve data and interface with related databases– Recommend options for the enhancement and maintenance of new tools or data development– Ensure accurate information is recorded and used appropriately.
Advice	<ul style="list-style-type: none">– Contribute to the analysis, development, and implementation of Risk and Assurance policy and practices in accordance with legislation, business standards and the strategic approach of Oranga Tamariki– Provide accurate and timely information and forensic advice in support of risk, assurance and integrity responses– Identify client needs (both internal and external clients) and provide appropriate assistance.
Reporting	<ul style="list-style-type: none">– Monitor and report on national performance– Arrange the extraction, sorting, classification, and matching of information to establish patterns and trends for audit outcomes– Provide timely and accurate performance statistics.

Key Result area	Key Accountabilities
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 – Demonstrate a commitment to and respect for the Te Tiriti o Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> – Governance and Assurance group – Managers – Oranga Tamariki staff
External	<ul style="list-style-type: none"> – Service providers – Other government agencies

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> – A tertiary qualification in a relevant discipline, or knowledge gained through relevant experience.
Other requirements	<ul style="list-style-type: none"> – Willingness to travel within New Zealand to fulfil the requirements of the role – A clean, current full driver's licence is essential and a willingness to drive the Ministry's vehicles.
Experience	<ul style="list-style-type: none"> – Sound knowledge of analysis, processes and techniques – Experience in computer tools in the areas of information management, and specialised intelligence software – Knowledge and understanding of relevant public sector legislation applicable to the role Audit processes and procedure – Knowledge of investigative processes and techniques – Previous experience in fraud and integrity, assurance, audit or risk management

Skills

- Excellent verbal, written and interpersonal communication skills
 - Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others
 - Highly developed organisational skills – able to manage a busy and diverse workload and deliver high-quality outcomes in tight timeframes
 - Operates with sensitivity and confidentiality at all times
 - Excellent attention to detail, both written and numerical, and commitment to quality
 - Strong numerical and research skills and the ability to successfully analyse information and draw conclusions
 - Excellent relationship management skills – able to establish, build and maintain effective working relationships at all levels
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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