

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	General Manager Professional Development
Group:	Corporate Services
Reports to:	DCE Corporate Services
Location:	Wellington
Direct Reports:	Yes
Budget:	Yes

## 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

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The purpose of the Corporate Services Group is to ensure that our operational delivery workforce is supported with high quality and efficient systems and services that enable them to put tamariki first. We provide support in the areas of people and leadership, professional development, technology and channels, funding and performance, data and information, infrastructure and health, safety, and security.

The purpose of the Professional Development team is to strengthen our people and organisational capability through developing initiatives, systems and processes to grow the professional development and practice leadership dimensions of capability across the workforce of Oranga Tamariki.

The purpose of the General Manager Professional Development position is to lead professional development strategies and initiatives to provide quality services for tamariki and their whanau. This will be achieved through close collaboration with teams across Oranga Tamariki and direct leadership of high-performing delivery and design teams.

## KEY ACCOUNTABILITIES

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Key Result area	Key Accountabilities
<b>Strategic leadership</b>	<ul style="list-style-type: none"> <li>- Lead the development and delivery of the professional development strategy for Oranga Tamariki</li> <li>- Lead the provision of expert advice on all aspects of professional development and practice leadership capability</li> <li>- Ensure learning and development strategies and organisational development strategies are integrated to support the operating model of Oranga Tamariki and government and cross-agency priorities</li> <li>- Ensure that change programmes and strategic projects address professional development needs</li> <li>- Analyse business issues/challenges and opportunities to identify the implications, risks and solutions</li> <li>- Contribute to achieving high aspirations for tamariki and rangatahi Māori, Pacific children and young people, and other vulnerable children.</li> </ul>
<b>Leadership and management</b>	<ul style="list-style-type: none"> <li>- Lead the Professional Development team ensuring the development and delivery of high-quality services, support and advice that accomplishes the goals, strategies and priorities of Oranga Tamariki</li> <li>- Model desired organisational culture and values through own behaviour</li> <li>- Lead your people and engage with others in ways that help us navigate the future</li> <li>- Identify, coach and develop high performing people and teams</li> <li>- Deliver results by making things happen with and through others</li> <li>- Lead in a public service context, contributing to a better New Zealand</li> <li>- Demonstrate leadership characteristics such as honesty, courage, curiosity, resilience, self-awareness and agility</li> </ul>

Key Result area	Key Accountabilities
<b>Professional development design and delivery</b>	<ul style="list-style-type: none"> <li data-bbox="568 210 1321 277">– Understand and implement your manager Health, Safety and Security accountabilities</li> <li data-bbox="568 293 1342 360">– Ensure health, safety and security policies and procedures are understood, followed and implemented by all employees.</li> <li data-bbox="568 389 1378 501">– Lead the development and planning of a programme of initiatives and mechanisms to grow professional practice and practice leadership capability across the organisation</li> <li data-bbox="568 517 1374 696">– Ensure that programme delivery – at both organisational and individual level – is high quality, consistent with organisational values and priorities, aligned and integrated with broader organisational development and effectively meets organisational needs</li> <li data-bbox="568 712 1398 824">– Ensure that all strategies, plans, advice and initiatives are designed to enhance the cultural competency of staff, particularly focussed on mana tamaiti, whakapapa and whanaungatanga.</li> <li data-bbox="568 840 1382 1016">– With the Manager Organisational Development, create and maintain an organisational learning system for all learning across the organisation to achieve continuous improvement, a highly professional and agile workforce and strong management capability.</li> </ul>
<b>Stakeholder relationships</b>	<ul style="list-style-type: none"> <li data-bbox="568 1061 1386 1207">– Work in partnership with senior leaders across all areas of Oranga Tamariki, assimilating information and business priorities from across the organisation and facilitating the creation of strategies that are well informed and timely</li> <li data-bbox="568 1223 1382 1335">– Establish and maintain strong relationships at all levels of Oranga Tamariki to ensure that professional development initiatives are relevant, practical and well understood</li> <li data-bbox="568 1350 1386 1462">– Work effectively in partnership with the leadership team of People and Leadership to ensure all workforce development needs are considered and integrated</li> <li data-bbox="568 1478 1398 1545">– Partner with government, NGOs, Iwi, tertiary institutions and unions as required to support a whole of children’s workforce approach</li> <li data-bbox="568 1561 1406 1655">– Build effective working relationships and collaborate with sector partners to support the wider system to achieve good outcomes for vulnerable children.</li> </ul>
<b>Risk management</b>	<ul style="list-style-type: none"> <li data-bbox="568 1700 1378 1767">– Identify any organisational risks and take action to minimise their impact</li> <li data-bbox="568 1783 1366 1850">– Effectively manage risks within the group and establish and contribute to the maintenance of a risk management framework</li> <li data-bbox="568 1865 1358 1899">– Escalate risks and propose appropriate action where necessary</li> <li data-bbox="568 1915 1015 1946">– Manage within cost centre budget.</li> </ul>
<b>Being part of the Oranga Tamariki team</b>	<ul style="list-style-type: none"> <li data-bbox="568 1991 1310 2024">– Actively and positively participate as a member of the team</li> <li data-bbox="568 2040 1342 2103">– Proactively look for opportunities to improve the operations of Oranga Tamariki</li> </ul>

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> <li>- From time to time, you may be required to perform other reasonable duties as requested by your manager</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 procedures, policies, guidelines, and standards of integrity and conduct</li> <li>- Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.</li> </ul>

## KEY RELATIONSHIPS

<b>Internal</b>	<ul style="list-style-type: none"> <li>- Oranga Tamariki leadership team</li> <li>- People and Leadership Group</li> <li>- General Managers and other senior managers</li> <li>- Managers and staff in the Professional Practice Group</li> <li>- Operational leaders and managers including Regional, Care, Youth Justice, Partnering for Outcomes, Residence and Site Managers</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>- Key Government agencies including the Ministry of Social Development, NZ Police, Ministry of Education and Ministry of Health</li> <li>- Relevant tertiary institutes</li> <li>- External governance, accreditation and registration bodies, including the Social Worker Registration Board</li> <li>- Care providers</li> <li>- NGOs</li> <li>- Iwi</li> <li>- Unions</li> </ul>

## QUALIFICATIONS & EXPERIENCE

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Relevant tertiary qualification or equivalent relevant experience is required</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Demonstrated senior leadership experience, with significant experience in turning strategy into action in a large and complex organisation</li> <li>- Experience in leading a large, diverse team to deliver successful capability development projects and implement transformation</li> </ul>

- Experience in setting strategy to enable meaningful input into Senior Leadership Team level decisions
  - Demonstrated current knowledge of theory and good practice in areas of organisational development, learning and development and strategic workforce development
  - Actively applies knowledge of te reo Māori, tikanga and builds knowledge of te Ao Māori
  - Knowledge and/or experience of contemporary issues in social services delivery
  - Understanding of large organisation dynamics including geographically distributed staff
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### **Skills**

- Strong child centred perspective and an enduring focus on improving outcomes for New Zealand's most vulnerable children
  - Ability to influence, negotiate and persuade across group and service boundaries to achieve desired outcomes
  - 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 Pacific peoples' culture.
  - Commitment to culturally responsive services and practices for Māori, Pacific people and other cultures.
  - In depth knowledge of New Zealand government legislative and policy processes.
  - Self-motivated, innovative and capable of exercising excellent judgement.
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