

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Implementation Advisor
Group:	Services for Children and Families
Reports to:	General Manager Business Implementation and 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'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 purpose of the Advisor Implementation is to provide advice, support and co-ordination to the Business Implementation and Support team to ensure implementation of projects and BAU activities are phased and implemented ensuring successful delivery to our front-line staff.

This position will provide key advice to senior leaders and project teams in National Office to ensure that implementation across multiple initiatives, projects and programmes are coordinated and phased across frontline sites and teams.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Implementation Advice and Scheduling	<ul style="list-style-type: none">- Develop and maintain a central schedule that reflects all initiatives, projects and programmes that plan to be implemented for our front-line staff- Provide advice to projects/programmes on their implementation plans on approach and phasing so that it works for our front-line staff- Prepare regular integrated implementation plan report for senior leaders- Arrange and attend weekly implementation meetings taking notes and distributing meeting minutes- Proactively maintain a current awareness of the project/programme activities and status- Advise and report on project and programme implementation risks and issues- Work collaboratively with a regional virtual team ensuring they have everything they need to implement and lead change.
Risk Management	<ul style="list-style-type: none">- Take an active part in the project/programme implementation issue/risk management process, by contributing to the identification and prioritisation of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated to senior management, governance groups, and prepare relevant reports/documentation.
Continuous Improvement	<ul style="list-style-type: none">- Investigate and document root causes of process irregularities, to inform prevention of future reoccurrences and to improve processes- Contribute to the continuous improvement of initiative, project, programme and implementation processes.
Relationship Management and Communication	<ul style="list-style-type: none">- Establish and manage strong relationships at all levels of Oranga Tamariki to ensure that key stakeholders are kept up to date with the progress of initiatives , projects and programmes and associated implementations

Key Result area	Key Accountabilities
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> - Develop internal and external networks to ensure initiatives, projects and programmes are relevant, practical, and well understood by those who are responsible for implementation - Identify and manage relationship and reputation risks associated with work - Ensure communications are timely, easily understood and meet the needs of the audience. <hr/> <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 Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal

- Regional Managers
- Executive Managers
- Principal Advisor
- Operational Support team
- Change PMO team
- Governance groups

External

- Cross-government working groups
- Ministry of Education
- Ministry of Health
- Ministry of Justice
- Police

QUALIFICATIONS & EXPERIENCE

Qualifications

- A relevant tertiary qualification is required or relevant equivalent experience.
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Other Requirements

- Willingness to travel within New Zealand to fulfil the requirements of the role.
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Experience

- Excellent customer focus – you'll delight in anticipating and meeting customer needs and be a superb relationship manager
 - Understand complex business issues to contribute effective solutions to drive business success
 - Pragmatic and results orientated, and ability to do hands on implementation activities
 - Experience in implementation
 - Strong consulting skills with the ability to relate to a wide variety of people at all levels of an organisation
 - Experience of being adept at managing multiple projects and activities, and prioritizing the demands of a diverse range of stakeholders
 - The ability to critically analyse and interpret complex information and make effective, well-reasoned decisions
 - An appreciation of statutory and public service processes.
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Skills

- Incredible organisational skills with the ability to multi-task, and work to tight and competing deadlines
 - Sound judgement and uses approaches that are appropriate for the situation
 - Tech savvy, able to use Microsoft Office suite of programmes with advance Excel skills a bonus
 - Awesome communications skills tailored for your audience – you can convey information and ideas clearly to a broad range of people
 - 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
 - Satisfaction in delivering a job well done at pace
 - A good eye for detail – it's not often you get it wrong
 - An inclusive and approachable working style, you understand that diversity adds value
 - Flexible, adaptable and pragmatic
 - Builds and maintains rapport with others based on their own integrity and honesty
 - Reliability, initiative and the willingness to go the extra mile to get the job done
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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