

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Manager - Governance
Group:	Corporate Services
Reports to:	General Manager – Governance and Assurance
Location:	National Office, 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

The purpose of this role is to effectively manage the design and delivery of governance functions that support the Chief Executive and Senior Leadership team and which support the effective and efficient operations of Oranga Tamariki

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Governance	<ul style="list-style-type: none"> – Manage the Ministry's governance framework to ensure that the Ministry's governance committees and Leadership Team run smoothly – Ensure the provision of specialist advice on the overall governance framework and systems – Ensure the Establishment and maintenance of governance processes, including governance boards – Ensure an efficient secretariat function is provided to all governance groups – Provide secretariat support and pro-active management of all Leadership Team and Governance committee meetings – Facilitate the Leadership Team's information flow to ensure they have what they need to make robust strategic and operational decisions to run the Ministry – Manage information flow standards and quality of cross-Ministry contribution between governance committees – Provide quality advice regarding governance processes – Maintain oversight of governance bodies across the Ministry to ensure alignment, including external Advisory Bodies and Committees – Ensure that impacts of governance decisions are understood by Ministers, Leadership Team and the wider Ministry
Quality Assurance	<ul style="list-style-type: none"> – Provide a quality assurance role in respect of papers coming before the Leadership Team and the governance committees and reviews papers on behalf of committees to ensure they meet requirements and have information for the committees to make informed decisions – Ensure robust protocols and guidance material is developed and readily accessible by those preparing papers for any of the governance committees and the Leadership Team – Work with staff across the Ministry to build capability in the preparation of committee papers and the overall governance process – Work with key stakeholders, such as the Chair and Board members to ensure requirements for papers are fully understood and issues for discussion are clearly identified

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> – Ensure senior managers are aware of both the focus and issues discussed by Governance Committees that may assist them in putting papers to the committees, or with their strategic focus and management capability.
Project Management	<ul style="list-style-type: none"> – The Manager will play a key role in the management of key Governance projects: – Provide project leadership, including project scoping and planning, stakeholder engagement and project reporting – Provide leadership and advice to governance projects initiated in other Business Units – Ensure consistency in standards across all Ministry governance projects – Mentor team members through new projects and on acceptable Ministry and governance standards
Continuous Improvement	<ul style="list-style-type: none"> – Identify the need for improvement, and lead improvement of governance processes and systems within the Ministry – Establish and conduct evaluations of governance committees to ensure their effectiveness and efficiency
Leadership Expectations	<ul style="list-style-type: none"> – Lead their team to transform and contribute to achieving high aspirations for Māori tamariki and rangatahi, Pacific children and young people, and other vulnerable children and young people who offend – Work with colleagues to implement the vision of Oranga Tamariki – Collaborate with sector partners to support the wider system to achieve good outcomes for vulnerable children – Model the desired organisational culture and values through their own behaviour
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 Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> – Chief Executive – National office managers and staff – Relevant managers on specific issues – Other Oranga Tamariki
External	<ul style="list-style-type: none"> – The Minister's Office – Central agencies – Ombudsman

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> – A relevant tertiary qualification – A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles.
Other requirements	<ul style="list-style-type: none"> – Willingness to travel within New Zealand to fulfil the requirements of the role
Experience	<ul style="list-style-type: none"> – Experience in developing and leading governance processes – Experience in managing senior professionals and/or specialist support functions
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 Pacific peoples' culture – Deep understanding of Government and Ministerial processes and requirements – Extensive experience in issue analysis and report writing – Sound knowledge of government processes (ministerial and Cabinet roles, Parliamentary processes, budget and public sector management systems) – Proven experience with corporate and governance groups, particularly within the public sector – Project management skills – Familiarity with basic computer software and tools such as Microsoft Word, Excel and PowerPoint – Proven ability to understand senior management and, senior management and strategic issues.
