

# POSITION DESCRIPTION

## Oranga Tamariki—Ministry for Children



Title:	Manager Ministerial Support
Group:	Policy and Organisational Strategy
Reports to:	General Manager Public, Ministerial and Executive Services
Location:	National Office, 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 this role is to provide leadership of the Ministerial service functions. Ministerial services include management of the team that releases information and support to Ministers and Parliament, and responses to parliamentary, client and public requests for information.

## KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
<b>Ministerial and Executive Servicing</b>	<ul style="list-style-type: none"><li>– Manage the provision of replies to all Ministerial and Parliamentary questions and OIA requests.</li><li>– Manage the correspondence for the Chief Executive including statutory reporting.</li><li>– Provide high quality advice on strategies and issues that relate to the reputation of Oranga Tamariki and its accountability to Parliament and the public.</li><li>– Support Oranga Tamariki and Minister, by managing the flow of documentation between Oranga Tamariki and Ministers.</li></ul>
<b>Staff Leadership and management</b>	<ul style="list-style-type: none"><li>– Provide team leadership and act as a role model for the mission, vision and values of Oranga Tamariki.</li><li>– Lead and ensure the development and delivery of high quality services, support and advice to managers and staff.</li><li>– Encourage initiative and commitment within the team.</li><li>– Provide evaluation and coaching to lift performance of each individual member of the team.</li><li>– Manage workflow in conjunction with your Manager, by ensuring appropriate planning, prioritisation and re-prioritisation of work as required, ensuring that priority work is completed to an appropriate standard.</li><li>– Foster positive and co-operative working relationships with other managers and business units.</li><li>– Encourage a high standard of presentation and professionalism.</li><li>– Ensure that team members are well briefed and informed on relevant issues.</li><li>– Establish performance agreements for team members and undertake performance appraisals at least annually, providing appropriate on-going feedback and coaching support.</li><li>– Identify training requirements for team members.</li></ul>
<b>Risk Management</b>	<ul style="list-style-type: none"><li>– Actively identify and manage organisational and operational risks.</li><li>– Ensure that analysis, data and information supplied is accurate and verified.</li></ul>
<b>Being part of the Oranga Tamariki team</b>	<ul style="list-style-type: none"><li>– Actively and positively participate as a member of the team</li><li>– Proactively look for opportunities to improve the operations of</li></ul>

Key Result area	Key Accountabilities
	<p data-bbox="619 219 820 253">Oranga Tamariki</p> <ul style="list-style-type: none"> <li data-bbox="572 264 1286 338">– From time to time, you may be required to perform other reasonable duties as requested by your manager</li> <li data-bbox="572 349 1267 423">– Comply with and support all health and safety policies, guidelines and initiatives</li> <li data-bbox="572 434 1358 508">– Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool</li> <li data-bbox="572 519 1326 593">– Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known</li> <li data-bbox="572 604 1358 678">– Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct</li> <li data-bbox="572 689 1394 763">– Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.</li> </ul>

## KEY RELATIONSHIPS

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<b>Internal</b>	<ul style="list-style-type: none"><li>– Chief Executive and Chief Executive's Office</li><li>– National office managers and staff</li><li>– Relevant managers on specific issues</li><li>– Oranga Tamariki staff</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>– The Minister's Office</li><li>– The Ministry of Social Development's Ministerial servicing team</li><li>– Central agencies</li><li>– Other Government agencies.</li></ul>

## QUALIFICATIONS & EXPERIENCE

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<b>Qualifications</b>	<ul style="list-style-type: none"><li>– A relevant tertiary qualification or equivalent experience is mandatory.</li></ul>
<b>Other requirements</b>	<ul style="list-style-type: none"><li>– Willingness to travel within New Zealand to fulfil the requirements of the role</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>– In-depth knowledge of New Zealand government structures and process (e.g. committee structures and decision making processes).</li><li>– Strong operational background (preferably running a specialised, centralised unit) in a high pressure, high volume environment.</li><li>– Experience in liaising with central agencies and officers of Parliament.</li><li>– Experience in interpreting legislation.</li><li>– Proven experience in identifying issues and risks and devising appropriate solutions.</li><li>– Demonstrated people management experience in leading high performing teams.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>– In depth knowledge of the New Zealand government structures and processes.</li><li>– Excellent verbal, written and interpersonal communication skills.</li><li>– Ability to performing a range of tasks under competing demands, and delivering within quality parameters and time frames.</li><li>– Proven ability in performing a range of tasks under competing demands, and delivering within quality parameters and time frames.</li><li>– Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others.</li><li>– Exercises sound judgement and political sensitivity.</li></ul>