

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Manager Security
Group:	Corporate Services
Reports to:	Head of Health, Safety, and Security
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 Health, Safety and Security team provide Oranga Tamariki with specialist advice, support and frameworks to ensure that our people and those we work with stay safe and secure.

The Manager Security provides leadership and expertise in security and business continuity. The role is responsible for delivering advice and services that enable Oranga Tamariki to meet its legislative security obligations, and to ensure it is able to restore or maintain its critical services in emergency situations. The role will play a key part in developing the Oranga Tamariki security vision, strategy, frameworks and standards.

## KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>- Lead the development of the security and business continuity framework of Oranga Tamariki</li> <li>- Develop, deliver and drive strategies, policies and standards</li> <li>- Maintain expert cross-government knowledge and provide strategic recommendations and initiatives for improved organisational performance.</li> </ul>
<b>Expert Advice, Support and Capability Development</b>	<ul style="list-style-type: none"> <li>- Provide expert security and business continuity advice and support to managers and senior leaders and the wider organisation.</li> <li>- Provide sound business continuity advice and support to managers and senior leaders and the wider organisation.</li> <li>- Oversee the development of training for Oranga Tamariki managers and senior leaders on security, and business continuity responsibilities.</li> <li>- Build and develop capability across Oranga Tamariki in security, and business continuity.</li> </ul>
<b>Stakeholder Engagement and Relationship Management</b>	<ul style="list-style-type: none"> <li>- Use lateral thinking to solve complex problems that are raised by managers and stakeholders.</li> <li>- Influence others with tact and diplomacy, in order to motivate people inside and outside the organisation to co-operate or modify a stand.</li> <li>- Interface with other government agencies in relation to security and business continuity as required.</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> <li>- Establish and maintain quality management processes for the portfolio.</li> <li>- Keep the Head of Health, Safety and Security informed of any risks and/or issues that may impact on organisational reputation.</li> </ul>

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**Finance and Budget Management**

- Manage the operating budgets including maintenance of variance reporting, forecasting and internal budgeting.
- Accurately report on progress against the budget monthly and as required.
- Escalate budget issues to the Head of Health, Safety, and Security as appropriate.

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**Leadership and Management**

- Lead your team to transform and contribute to achieving high aspirations for tamariki and rangatahi Māori, 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 Oranga Tamariki culture and values through their own behaviour
- Lead and ensure the development and delivery of high quality services, support and advice to managers and staff
- Provide feedback and coaching to lift performance of each individual member of the team
- 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

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**Being part of the Oranga Tamariki team**

- 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.
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## KEY RELATIONSHIPS

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| <b>Internal</b> | <ul style="list-style-type: none"> <li>- Health, Safety and Security Team</li> <li>- Head of Health, Safety and Security</li> <li>- Governance, Risk and Assurance and Information Managers</li> <li>- Oranga Tamariki Leadership Team</li> <li>- Oranga Tamariki staff with security responsibilities</li> <li>- Oranga Tamariki staff</li> </ul>       |
| <b>External</b> | <ul style="list-style-type: none"> <li>- NZ Police</li> <li>- NZ Security Intelligence Service and Government Communications Security Bureau</li> <li>- SSC and other Ministries in the public sector</li> <li>- Security Service providers</li> <li>- Other Government Ministries, Departments and entities</li> <li>- Suppliers and vendors</li> </ul> |

## QUALIFICATIONS & EXPERIENCE

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| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>- A relevant tertiary qualification or equivalent knowledge, skills and experience and a commitment to on-going professional development</li> <li>- A clean, current driver's licence is essential</li> </ul>   |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>- Demonstrated people management experience</li> <li>- Extensive knowledge and experience in security in a diverse environment is essential</li> <li>- Demonstrated experience in advising and supporting the senior leaders of a large, complex organization</li> <li>- Knowledge of current legislation relating to security (e.g. crimes, trespass and privacy)</li> <li>- A strong understanding of physical and personnel security systems and best practice</li> <li>- Demonstrated experience in risk management</li> <li>- Understanding of public sector systems and processes, including accountability requirements and the use of performance information to inform decision-making.</li> </ul> |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>- Excellent communication and relationship management skills, with a proven ability to negotiate and influence</li> <li>- Ability to build and maintain positive stakeholder relationships and effective networks across and within organisations</li> <li>- Ability to manage a busy and diverse workload and deliver high-quality outcomes under pressure</li> <li>- Excellent attention to detail, both written and numerical, and commitment to quality</li> </ul>  |
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## In-Confidence

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- Strong problem resolution and decision-making skills – able to clearly identify problems, seek alternative solutions, identify risks and benefits, seek input from others and make sound decisions based on these considerations
  - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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