

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Organisational Development Advisor
Group:	Corporate Services
Reports to:	Manager Organisational Development
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

Our desired future is one where we demonstrate that our people matter, and that we cannot realise our vision without them. We want our people to feel listened to, valued and empowered. We want to make things easy for them, to have the right skills, and feel supported to put tamariki first. We have three focus areas to support our people to live the Oranga Tamariki vision, purpose and the Oranga Tamariki Way. These are:

- Make our people processes effective and easy so they can focus on Oranga Tamariki
- Build our capability so we can realise Oranga Tamariki
- Create an environment where our people are empowered to put tamariki first.

The purpose of this role is to help our team to deliver on our people strategy by supporting advisors within the Organisational Development team to provide targeted advice, support and guidance to the managers on people-related issues and deliver an exceptional employee experience across Oranga Tamariki.

You'll design and deliver initiatives that help build organisation-wide capability for today and tomorrow to help us deliver on the Oranga Tamariki Way. The team work on wide range of initiatives related to development planning, succession and talent; leadership development; performance; team building; our values; engagement; diversity and inclusion; employee induction; rewards & recognition; and people policy and guidance. This role will see you working with a wide-range of stakeholders to drive change.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Senior Advisor	<ul style="list-style-type: none">- Working alongside Senior Organisational Development Advisors to design, develop and implement organisational development solutions and tools. The team focus on culture, leadership development, core and common capability development, performance and talent management, employee engagement, diversity & inclusion, policy & guidance, rewards & recognition and employee experiences- Develop and implement programs to align workforce and key business initiatives- Work collaboratively with other members of the team to provide high level OD support and advice to managers and staff in Oranga Tamariki- Build effective relationships with a wide range of stakeholders to ensure effective design, delivery and implementation- Contribute as a key project team member to a wide range of projects focused on the development of new initiatives, programs and policies across all aspects of our HR strategy- Work collaboratively with other people and in the team to support key team objectives being achieved and share information and support proactively- Ensure our collateral supports the experience we want to provide and the Oranga Tamariki way- Promote and role model the values and goals for Oranga

Key Result area	Key Accountabilities
	Tamariki including good employer principles and practices and expected high standards of integrity, ethics and behaviour in all operations of Oranga Tamariki
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

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| Internal | <ul style="list-style-type: none">- Managers of staff- Other members of the people & leadership team- Other Oranga Tamariki Staff |
| External | <ul style="list-style-type: none">- Ministry of Social Development Human Resources group- SSC and other Central Agencies- Workplace representatives including unions- External HR Service Providers |

QUALIFICATIONS & EXPERIENCE

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| Qualifications | <ul style="list-style-type: none">- Tertiary qualification in Human Resources or relevant experience- Experience in organisational development roles |
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| Experience | <ul style="list-style-type: none">- Proven experience working on complex Organisational Development initiatives- Proven experience influencing in a comparably complex and sizable environment- Experience of being adept at managing multiple and prioritizing the demands of a diverse range of stakeholders- Proven experience in developing and maintaining relationship with internal and external stakeholders, including senior leaders and peers.- A love for data – and the ability to critically analyse and interpret complex information and make effective, well-reasoned decisions- Excellent customer focus – you’ll delight in anticipating and meeting customer needs and be a superb relationship manager- Detailed knowledge of current NZ employment law and HR practices and can relate this to an organisational context |
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| Skills | <ul style="list-style-type: none">- 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- Incredible organisational skills with the ability to multi-task, and work to tight and competing deadlines- Satisfaction in delivering a job well done at pace- Understanding of the future of HR and delivering the ultimate employee experience aligned to organisational culture- A good eye for detail – it’s not often you get it wrong- An inclusive and approachable working style, you understand |
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that diversity adds value.

- Te Reo or Pacifica skills an advantage
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