

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Principal Advisor – Organisational Strategy & Performance
Group:	Policy and Organisational Strategy
Reports to:	Manager Organisational Strategy & Performance
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 the Principal Advisor, Organisational Strategy & Performance is to develop and coordinate the delivery of the Ministry's organisational strategy to support the policy and operational changes as set out in the Outcomes Framework.

This role will provide advice on how to execute and deliver the Ministry's organisational strategy, and corresponding planning, performance management and reporting, and accountability processes to the Oranga Tamariki Leadership Team.

The Principal Advisor, Organisational Strategy & Performance, will work collaboratively with internal stakeholders across the Ministry. Key stakeholders for the development and delivery of organisational strategy include Finance, People and Leadership, Partnering for Outcomes, Policy, Communications, Evidence and others.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Strategy	<ul style="list-style-type: none">– Support the continued evolution of the Oranga Tamariki Outcomes Framework– Assist projects and operations in the ongoing development and refinement of their performance management systems– Drive work, alongside Strategic Finance, in coordinating and delivering annual budget processes– Support the Leadership Team to deliver and implement the Oranga Tamariki organisational strategy– Produce core components of accountability documents that demonstrate the performance of Oranga Tamariki, including the Annual Report– Produce core components of the Ministry's Strategic Intentions document and other documents that define strategic direction– Prepare and provide timely and practical advice to Ministry leadership as required
Stakeholder relationships	<ul style="list-style-type: none">– Develop, maintain and build effective working relationships with key stakeholders and Ministry staff– Manage strong working relationships with relevant teams across the Ministry to enable the provision of strategy, planning and reporting related advice– Manage strong working relationships with stakeholders to ensure strategy, planning and performance management processes are followed
Risk management	<ul style="list-style-type: none">– Proactively identify organisational risks and provide advice on mitigations to Ministry leadership
Leadership	<ul style="list-style-type: none">– Act as a leader across the Ministry, supporting capability building around organisational performance– Deliver results by making things happen with and through others

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> – Lead projects as required across the Ministry and other staff within Organisational Strategy & Performance
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> – Actively and positively participate as a member of the team – Drive child and family centred thinking, working seamlessly across multiple service lines – Proactively look for opportunities to improve the operations of Oranga Tamariki – From time to time, 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"> – Leadership Team – General Managers – Other Oranga Tamariki Staff
External	<ul style="list-style-type: none"> – The Treasury – Audit NZ

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> – A relevant tertiary qualification is essential in a relevant specialist field AND experience in a senior public sector role in a monitoring and evaluation setting is highly desirable
Experience	<ul style="list-style-type: none"> – Recognised credibility in strategy and/or performance within the public or private sector(s) – Experience in and strong knowledge of Government accountability processes – Strong background in policy, budget and performance management processes – Able to understand top level management strategic issues – Proven ability to manage key relationships at a senior level – Proven analytical and writing skills

	<ul style="list-style-type: none"> – Strong project management skills
Skills	<ul style="list-style-type: none"> – Demonstrated cultural competence ability, particularly in relation to Māori, would be an advantage – Strong analytical, conceptual and strategic thinking skills, including in social service business and policy analysis – Highly effective communication skills – able to communicate concisely and clearly in all media, able to adapt style to meet the needs of the audience – Strong partnership builder, able to establish, build and maintain effective working relationships at all levels of an organisation – Exercises sound judgement and political sensitivity (high degree of political nous) – Strong leadership skills – able to lead, encourage and motivate others, in both a formal and informal context – Self-starter with initiative – is energetic, determined and highly motivated, committed to excellence – Able to keep on top of developments within the field and implement changes – Able to work under pressure - organises and schedules own work to meet competing demands/deadlines without compromising on quality – Proven credibility, integrity and professionalism – demonstrates these characteristics at all times – Flexible, adaptable and pragmatic