

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Principal Advisor, Portfolio Planning & Reporting
Group:	Policy & Organisational Strategy
Function:	Change
Reports to:	Relevant Manager with the Change Team
Location:	National Office, Wellington
Direct Reports:	Nil
Budget:	No

## OUR ORGANISATION

### About us

Oranga Tamariki—Ministry for Children is a new 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're introducing 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 is to provide advice and management of their specialist technical areas in respect of the services provided within the Change function at Oranga Tamariki:

The Principal Advisor, Portfolio Planning & Reporting will input the change delivery lens into the roadmap and business planning processes across the organisation, collate information on milestones, dependencies, finances and reporting across the portfolio, synthesise and provide valuable insights and advice for portfolio decision making.

## KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
<b>Strategy, Plans, Frameworks &amp; Process Development</b>	<ul style="list-style-type: none"> <li>– Develop specific strategies and work plans that will meet CPMO objectives, enhance team effectiveness and align to wider change objectives and priorities at Oranga Tamariki</li> <li>– Provide forward thinking and innovative intellectual leadership in the development and use of the frameworks that the Ministry needs to deliver change</li> <li>– Contribute to and lead the development of new processes and continuous improvement of existing processes to assist the Ministry in delivering change as effectively and efficiently as possible</li> <li>– Develop tools and templates to encourage consistency, efficiency, and best practice</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>– Engage across the Change Programme (the CPMO, change initiatives and key stakeholders) to understand both the priorities and needs for your support, guidance and input within change initiatives</li> <li>– Ensure the delivery of services from the CPMO occur in a timely manner, and in a way that meets internal customer needs and expectations, to meet change objectives and priorities</li> </ul>
<b>Risk Identification &amp; Mitigation and Issue Identification &amp; Resolution</b>	<ul style="list-style-type: none"> <li>– Monitors the Change Programme's progress, providing proactive advice with the intention of predicting and mitigating risks across the programme</li> <li>– Work with the Change PMO, project teams and stakeholders to resolve any issues that arise</li> </ul>
<b>Guidance, Coaching &amp; Advice</b>	<ul style="list-style-type: none"> <li>– Create and/or share examples and guidance on best practice</li> <li>– Be a sought-out coach for others across the Change Programme with an aim to lift their knowledge, capability and performance in the areas of your subject matter expertise</li> <li>– Act as a trusted advisor across the change function and to key stakeholders across the organisation</li> </ul>

## IN-CONFIDENCE

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	<ul style="list-style-type: none"><li>– Mentor, coach and guide Senior Advisors within the CPMO with an aim to ensure both success in their roles and future career path development</li></ul>
<b>Thought Leadership &amp; Subject Matter Expertise</b>	<ul style="list-style-type: none"><li>– Maintain, capture and share up-to-date knowledge on both current and future thinking in your areas of subject matter expertise</li><li>– Contribute to government and other networks relevant to your areas of subject matter expertise and establish strong relationships and links with peers (others in similar roles) at other agencies</li><li>– Act as a sounding board for your peers and others to test ideas for specific strategies, plans, frameworks, tools and processes with</li><li>– Contribute to internal CPMO led Communities of Practice</li></ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"><li>– Build and maintain effective relationships with a wide range of people including across all of the CPMO team, and also senior responsible owners, senior managers, stakeholders/customers, external agencies and vendors, where appropriate.</li></ul>
<b>Communications</b>	<ul style="list-style-type: none"><li>– Deliver appropriate and effective communication with all stakeholders</li><li>– Deliver engaging, informative, well-organised presentations, papers and other communications</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 Oranga Tamariki's operations.</li><li>– Perform any other duties as needed by Oranga Tamariki.</li><li>– Comply with and support all health and safety policies, guidelines and initiatives.</li><li>– Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool.</li><li>– Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known.</li><li>– Adhere to all Oranga Tamariki's procedures, policies, guidelines, and standards of integrity and conduct.</li><li>– Commitment to the Treaty of Waitangi and respect and incorporate these into your work.</li></ul>

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## KEY RELATIONSHIPS

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| <b>Internal</b> | <ul style="list-style-type: none"> <li>- Project Managers</li> <li>- Project Coordinators</li> <li>- Project Teams</li> <li>- Project Governance Groups</li> <li>- Change PMO</li> <li>- DCE Executive Assistants</li> <li>- General Managers/SRO</li> </ul> |
| <b>External</b> | <ul style="list-style-type: none"> <li>- As appropriate</li> </ul>   |

## QUALIFICATIONS & EXPERIENCE

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| <b>Qualifications</b>        | <ul style="list-style-type: none"> <li>- Relevant formal qualifications are an advantage</li> <li>- Relevant training and/or certifications in agile delivery</li> <li>- Relevant training and/or certifications in design thinking</li> <li>- Relevant training and/or certifications to support your cultural competency</li> </ul>   |
| <b>Experience</b>            | <ul style="list-style-type: none"> <li>- Experience in working in an enterprise or transformation programme management office or relevant consultancy function</li> <li>- Demonstrated experience in supporting a large change programme, ideally at least 5 years' experience, delivery new and changes to critical business services</li> <li>- Demonstrated experience in all relevant areas of technical expertise</li> <li>- Exceptional knowledge of current thinking of the best practices to deliver large scale change</li> </ul>  |
| <b>Skills and Attributes</b> | <ul style="list-style-type: none"> <li>- Excellent visual management and graphic presentation skills</li> <li>- Excellent verbal, written and interpersonal communication skills.</li> <li>- Be flexible and highly adaptable to ever changing priorities.</li> <li>- Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others.</li> <li>- Accurately and clearly convey timely information and ideas, using a style and manner of presentation appropriate to the target audience.</li> <li>- Effective time management skills and ability to juggle multiple priorities.</li> <li>- Self-motivated and ability to work unsupervised.</li> <li>- Sound judgement and initiative.</li> <li>- Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.</li> </ul> |

