

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Principal Advisor Risk
Group:	Corporate Services
Reports to:	Manager Risk and Assurance
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

New Zealand values the wellbeing of tamariki above all else.

Our purpose

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 Risk and Assurance team provides independent and objective assurance, risk advisory and fraud and integrity services to assist Oranga Tamariki management to deliver on its strategic priorities and meet its accountabilities. This is achieved by bringing an innovative approach to evaluating and improving the effectiveness of risk management, internal control and governance processes while ensuring that integrity is at the centre of everything we do.

The Principal Advisor Risk is responsible for providing technical and high quality advice to managers and staff on all aspects of risk management. The Principal Advisor Risk will lead the development, implementation and future maintenance of core frameworks and tools that will set the expectations around risk management arrangements within Oranga Tamariki.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Strategy, Frameworks and Standards	<ul style="list-style-type: none">- Take the lead on developing and embedding risk management frameworks, processes and tools within Oranga Tamariki- Review and update or amend frameworks and tools to ensure they align with best practice, the operating model and strategy of the organisation- Review the effectiveness of the risk management approach through development and delivery of the risk management maturity assessment- Provide reporting to the independent Risk and Assurance Committee of Oranga Tamariki (working with the Manager Risk and Assurance).
Risk Analysis and Management Services	<ul style="list-style-type: none">- Facilitate the identification, analysis and monitoring of organisation level risks, and reporting of these and emerging risks to the Leadership Team, and Risk and Assurance Committee- Use risk analysis to confirm the Leadership Team's risk appetite, and ensure this is reflected in the Ministry's policies and guidance and risk mitigation plans- Develop and maintain an effective risk reporting framework, ensuring appropriate linkages between Oranga Tamariki strategic risks, organisational and business unit level risks, and project risks- Coordinate review of business unit risks to provide constructive and consistent feedback to the business unit managers- Coordinate the Oranga Tamariki risk reporting process, collating risks to develop a consolidated risk profile- Monitor and report on the Ministry's risk profile- Keep the Manager Risk and Assurance and General Manager Governance and Assurance informed of critical risks and issues and strategies to mitigate them.

Key Result area	Key Accountabilities
Planning and Reporting	<ul style="list-style-type: none"> - Apply “big picture”, strategic thinking into the development of a risk work plans that supports delivery of Oranga Tamariki vision and priorities - Support the Manager Risk and Assurance with the delivery of the risk and assurance plan - Ensure appropriate monitoring and reporting of risk activities.
Relationship Management and Communication	<ul style="list-style-type: none"> - Build and maintain effective relationships with stakeholders, especially the wider Governance and Assurance team, senior managers, stakeholders, project team members, external agencies and vendors - Meet regularly with Governance and Assurance teams and project leads to discuss milestones, reporting requirements and dependencies - Influence, motivate, educate and advise managers and staff across Oranga Tamariki to have an understanding of the importance of risk management and the use of the Oranga Tamariki approved risk methodology and tools - Develop the risk management capability of managers and staff (including risk ownership and management, identification of risk and mitigations, escalation, and any other risk-related matters) through provision of sound risk advice, guidance, facilitating risk workshops and providing training where necessary - Champion risk management practice throughout Oranga Tamariki, through leveraging off relationships, sharing of good practice and effective role modelling - Ensure communications are timely, easily understood and meet the needs of the audience.
Mentoring and Leadership	<ul style="list-style-type: none"> - Create a supportive and positive environment, helping others develop and achieve, and acting in the interests of the full team - Support the Manager in their leadership of the team by identifying opportunities to share leadership challenges and by becoming a natural source of advice and support for team members.
Continuous Improvement	<ul style="list-style-type: none"> - Support a culture within the organisation that will allow Risk and Assurance to become a trusted advisor that supports the organisation in achieving and delivering on its strategic priorities - Identify and improvements to risk and assurance processes and systems - Support and contribute to evaluations of the risk and assurance policies, frameworks, processes and tools to ensure effectiveness and efficiency.
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 - Perform any other duties as needed by Oranga Tamariki

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> - 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 - Commitment to the Treaty of Waitangi and respect and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> - Oranga Tamariki Leadership Team, and governance groups - Risk and Assurance Committee of Oranga Tamariki - Governance and Assurance group - Funding and Performance - Project management office - Oranga Tamariki business units and staff
External	<ul style="list-style-type: none"> - Service providers - External Auditors - Other Government agencies

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> - A member of a relevant professional body is desirable - A tertiary qualification in a relevant discipline, or knowledge gained through relevant experience.
Other Requirements	<ul style="list-style-type: none"> - A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles - Willingness to travel within New Zealand to fulfil the requirements of the role.
Experience	<ul style="list-style-type: none"> - Previous experience in risk management at a senior level and an interest in training and education of staff across the organisation - Strong ability to grasp complex business issues to contribute effective solutions to drive business success - Conceptually strong, while pragmatic and results orientated, and ability to do hands on risk activities - Experience of being adept at managing multiple projects and prioritising the demands of a diverse range of stakeholders - Strong ability to critically analyse and interpret complex information and make effective, well-reasoned decisions

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- Ability to support the promotion and education of risk and internal control management practices at all levels of an organisation and the ability to assess risks associated with assurance related assignments
 - Experience in the use of project management practices
 - Ability to advice and support people at all levels of large complex organisations
 - Support the changes needed to create a new organisational culture.

Skills

- Highly developed organisational skills – able to manage a busy and diverse workload and deliver high-quality outcomes in tight timeframes
 - Excellent attention to detail, both written and numerical, and commitment to quality
 - Excellent relationship management skills – able to establish, build and maintain effective working relationships at all levels of the Ministry, as well as with key stakeholders
 - Strong commitment to attaining goals – target driven, generates new ideas, seeks solutions to problems before being asked, takes action that goes beyond solving the immediate problem
 - 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
 - Strong research and strategic thinking skills and the ability to successfully analyse information and draw conclusions including problem structuring and resolution skills
 - Proven analytical skills including the ability to assess risks associated with assurance/audit related assignments and to successfully analyse information and draw conclusions
 - Excellent interpersonal skills – able to adapt these to suit the needs of the audience, able to influence others to accept ideas/strategies
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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