

POSITION DESCRIPTION

Oranga Tamariki—Ministry For Children



Title: Principal Advisor - Strategic Finance
Group: Corporate Services
Reports to: Manager Strategic Finance
Location: Wellington

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 a

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 this role is to lead and develop strategies including analysis and recommendations aimed at improving our baseline performance and developing of new initiatives to ensure Oranga Tamariki can reasonably demonstrate optimal use of resources, a return on investment and an understanding of the value of the initiatives (given the available data/evidence on effectiveness)

As part of the Funding and Performance Team, this role will take a lead on external budgeting cycle, Ministry-wide investment plans, business cases, budget initiatives, information gathering and capital asset management and help Oranga Tamariki integrate its financial, performance, policy and investment advice.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Strategic Initiatives	<ul style="list-style-type: none">- Analysing internal data for strategically significant trends. Input into the development of the Investment Plan and service design, with a focus on improving our understanding the economy, efficiency and effectiveness of our services- Work with the business to define, develop and present initiatives to match strategic opportunities including 'constructive challenge'- Environmental scanning to identify strategic initiatives that counter business threats and capitalise on opportunities- Provide advice and support to areas of the business looking to develop initiatives- Produce high standard of reports, including cost benefit analysis of initiatives in accordance with internal and external requirements and guidance.- Liaise with The Treasury on external Budget requirements, Estimates information and Cabinet papers.
Funding and Performance operations	<ul style="list-style-type: none">- Lead the preparation of briefing material for the Leadership Team and Ministers on Budget strategy, bilateral meetings, and key decision points- Track initiatives and summarise critical Budget information for decision makers- Prepare/review Funding and Performance responses to Official Information Act requests, Parliamentary Questions and responses to Select Committees- Develop remuneration forecasting and other financial forecasts, including capital- Lead development of the Long Term Capital Plan, the Ministry four year plan and provide input and advice on business cases and budget initiatives as required.

Key Result area	Key Accountabilities
Financial Scenario and Cost Benefit Analysis	<ul style="list-style-type: none"> - Identify funding requirements for proposed business initiatives - Identify and assess value/benefits and non-financial constraints - Lead the development of funding scenarios - Perform overall cost/benefit analysis using appropriate tools and make recommendations about whether the idea is worth pursuing - Provide relevant, timely and accurate cost and value information to the Leadership Team and other stakeholders.
Leadership	<ul style="list-style-type: none"> - Provide leadership to relevant working groups as required, creating an environment where results are achieved that best meet children's needs - Coach, mentor, motivate and supervise project and programme teams.
Risk management	<ul style="list-style-type: none"> - Actively identify and manage risks, including risks to organisational reputation - Effectively manage risks, escalate risks and propose appropriate mitigation where necessary - Keep the Manager-Strategic Finance informed of critical risks and issues and strategies to mitigate them - Ensure analysis, data and information supplied is accurate and verified.
Process Improvement	<ul style="list-style-type: none"> - Monitor and evaluate the performance levels across the wider Finance teams with a view to identifying ways of improving performance levels - Investigate and document root causes of process irregularities, to inform prevention of future reoccurrences and to improve processes.
Relationship Management	<ul style="list-style-type: none"> - Build and maintain effective relationships with stakeholders, especially the wider finance teams, budget managers, senior managers, stakeholders, project team members, external agencies and vendors - Meet regularly with finance teams, budget managers and project leads to discuss milestones, reporting requirements and dependencies.
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 - 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

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> - 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 and individual DCEs - Wider Finance and Performance teams - General Manager, Policy - General Manager, Investment and Evidence - Change Programme Manager and project teams - Other senior managers in funding and performance.
External	<ul style="list-style-type: none"> - Treasury - Ministers - MSD Finance - Other central agencies.

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> - A chartered accountancy qualification or similar is desirable. - A relevant tertiary qualification preferably in Finance, Policy or Commerce.
Experience	<ul style="list-style-type: none"> - A good understanding of the social investment approach, performance management, policy development processes and familiarity with the parliamentary process and the workings of legislation - Experience in leading the initiation, development and implementation of initiatives that align with the organisation's strategic direction - Experience in a central government agency and understanding of the political system is essential.
Skills	<ul style="list-style-type: none"> - Highly developed strategic analysis skills over financial and non-financial data - Proven ability in building of key relationships with both internal and external stakeholders - Proven ability to lead the development of new strategies and initiatives, including the ability to influence key stakeholders - Excellent verbal, written and interpersonal communication skills, - Proven ability to build and manipulate spreadsheets - Ability to stand back from the immediacy of situations and take a broad or long-term view foreseeing opportunities and developing pragmatic solutions to problems

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- Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others
 - Proven project management skills, particularly in the management of multi-faceted, complex and multi-stakeholder projects
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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