

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Programme Co-ordinator Professional Development
Group:	Corporate Services
Reports to:	Manager Learning Delivery North/South or Manager Learning Design and Planning (as specified)
Location:	Auckland/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 Corporate Services Group is to ensure that our workforce are supported with high quality and efficient systems and services that allow them to put tamariki first. We provide support in the areas of people and leadership, technology and channels, professional development, funding and performance, governance and assurance, and infrastructure and commercial.

The purpose of the Professional Development team is to strengthen people and organisational capability through developing initiatives, systems and processes to grow the professional development and practice leadership dimensions of capability across the workforce of Oranga Tamariki.

The purpose of the Programme Co-ordinator position is to support the successful delivery of learning and development initiatives through the provision of project co-ordination and administration duties. This role will work closely with the Regional Learning Advisors and Learning Facilitators to support the implementation of learning and development solutions that deliver enhanced business capability.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
System and technology management	<ul style="list-style-type: none">- Is a subject matter expert in the systems and technologies available to the Professional Development Team- Undertake LMS Systems administration functions for the activities undertaken by the team, and work closely with the LMS Systems Administrator to ensure alignment and sound functioning of the LMS- Maintain systems integrity by ensuring that the information, including staff profiles, are kept up to date and accurate- Provide advice and support to users, including managers and trainers) of the organisations Learning Management System and other learning technologies.
Planning and reporting	<ul style="list-style-type: none">- Assist the Manager to develop a rolling learning plan- Plan and schedule learning courses and other initiatives- Undertake project co-ordination- Track and record the current status of all project components including key deliverables- Track and monitor learning related budgets and expenditure
Co-ordination and deployment	<ul style="list-style-type: none">- Support the coordination of training deployments as required, working with key stakeholders- Support Regional Learning Advisors and Learning Facilitators to produce learning materials for learning initiatives- Monitor deployment and provides information to key stakeholders and follows up with sites where scheduled learning has not been completed- Contribute to projects and initiatives as required utilising

Key Result area	Key Accountabilities
	<p>appropriate project management methodologies to track and report on progress</p> <ul style="list-style-type: none"> - Support the learning and development community to ensure effective and timely learning and development outcomes.
Evaluation	<ul style="list-style-type: none"> - Monitor, record, evaluate, report and provide feedback to key stakeholders on learning and development activities - Identify the effectiveness of learning and development solutions and plans - Ensure requirements for refresher training are tracked and implemented - Produce reports that meet the audiences need on any aspects of learning and development
Cultural competency	<ul style="list-style-type: none"> - Demonstrate understanding of, and commitment to, our Māori cultural framework.
Relationship management	<ul style="list-style-type: none"> - Foster relationships with key operational managers and staff to provide support and advice
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

Internal	<ul style="list-style-type: none"> - Managers and staff in the Professional Practice Group and Professional Development team - People and Leadership team - Oranga Tamariki staff and managers
External	<ul style="list-style-type: none"> - Other government agencies as appropriate - Relevant external agencies and providers

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none">- Relevant tertiary qualification or equivalent relevant experience is desirable
Experience	<ul style="list-style-type: none">- Relevant experience in a similar programme co-ordination role including scheduling, tracking and reporting experience- Advanced level of technical proficiency in the Microsoft office suite of applications, specifically Word, Excel and PowerPoint and also including research tools (internet and database use)- Experience in LMS administration or similar system
Skills	<ul style="list-style-type: none">- The ability to effectively prioritise and schedule work to meet competing deadlines and maintain the quality of services delivered- The ability to mix professionally and build effective relationships at all levels within Oranga Tamariki- The ability to work in a team environment, be adaptable and cope with continuing change- Effective organisation, planning and time management skills- Excellent verbal, written and interpersonal communication skills- Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
