

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Programme Director, Property and Infrastructure
Group:	Infrastructure, Corporate Services
Reports to:	Manager, Infrastructure Strategy and Delivery
Location:	As specified
Direct Reports:	Yes
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

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The purpose of this role is to plan and execute the delivery of Oranga Tamariki property and infrastructure programmes and projects, including frontline sites, residences and homes.

This requires significant experience in delivering critical infrastructure projects as part of complex programmes and a proven track record of delivering against time, cost and benefit KPIs. Your experience in developing and implementing effective project management methodologies will enable you to excel in this key role as part of a new Property & Infrastructure PMO formed to oversee the delivery of our challenging infrastructure programme.

## KEY ACCOUNTABILITIES

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Key Result area	Key Accountabilities
<b>Programme planning and Implementation</b>	<ul style="list-style-type: none"><li>- Plan and design the delivery of programme implementation in accordance with Oranga Tamariki and project specific frameworks, processes and procedures (e.g. planning, estimation, documentation, scheduling, risk and issues management, progress reporting and other controls).</li><li>- Responsible for providing project management discipline, support and guidance to the Property and Infrastructure team throughout the delivery of our comprehensive Property &amp; Infrastructure (P&amp;I) Capital Works Programme.</li><li>- This role is responsible for the effective delivery of our infrastructure programme through the implementation of good practice Project Management methodologies, standards and guidelines under the direction of the Manager, Infrastructure, Strategy and Delivery.</li><li>- The Programme Director will be responsible for overseeing the delivery of projects managed by internal and external Project Managers ensuring that our growing infrastructure requirements are met.</li><li>- Ensures Oranga Tamariki governance processes are effectively followed.</li><li>- Implements continuous improvement activities as agreed with the Manager Infrastructure Strategy and Delivery.</li><li>- Manages the approved project budget in accordance with the Public Finance Act and Oranga Tamariki financial management policies and systems.</li><li>- Effectively identifies and manages risks and issues identified in accordance with Oranga Tamariki and project frameworks, processes and procedures.</li><li>- Provides information and advice as required, to enable effective delivery of internal and external reporting (including to Ministers).</li></ul>

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> <li>- Monitors and reports on the progress of the programme implementation at regular intervals throughout the life of the project.</li> <li>- Effectively manages contracts and service level agreements.</li> </ul>
<b>Fleet Management</b>	<ul style="list-style-type: none"> <li>- Responsibility for overseeing and managing all aspects of Oranga Tamariki vehicles available for the transportation of tamariki and rangatahi.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>- Projects delivered in accordance with OT programmes</li> <li>- Projects delivered in accordance with agreed budget, schedule and to the approved quality (delivery within tolerances)</li> <li>- Projects delivered meet business case objectives – continued business justification</li> <li>- Procurement of contractors and consultants is in accordance with agreed policies &amp; procedures and delivers value</li> <li>- Project level tracking and reporting of performance (fortnightly)</li> <li>- Provide feedback to the planning and asset performance teams about the quality and accuracy of the business cases developed for projects. Continuous improvement sought</li> <li>- Projects delivered comply with Project Management Standard/Procedures Understands and implements management accountabilities.</li> <li>- Ensures health, safety and security policies and procedures are understood, followed, and implemented by all employees.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>- Understands and implements management accountabilities.</li> <li>- Ensures health, safety and security policies and procedures are understood, followed, and implemented by all employees.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>- Lead and ensure the development and delivery of high quality projects, support and advice to managers and staff.</li> <li>- Provide leadership to relevant working groups as required, creating an environment where results are achieved that best meet children’s needs.</li> <li>- Coach, mentor, motivate and supervise project and programme team.</li> <li>- Manage workflow in conjunction with the Manager, Infrastructure, by ensuring appropriate planning, prioritisation and re-prioritisation of work as required, ensuring that priority work is completed to an appropriate standard.</li> <li>- Future builder - help staff and the organisation navigate the future</li> <li>- People builder – develop people and identify talent</li> <li>- Deliverer - make things happen, with and through others</li> <li>- Steward - lead in a public service context, contributing to a better New Zealand</li> <li>-</li> </ul>

<b>Key Result area</b>	<b>Key Accountabilities</b>
<b>Relationship management</b>	<ul style="list-style-type: none"> <li>- Manages staff and relationships, ensuring a clear business partnership is established and maintained with service delivery and other stakeholder groups.</li> <li>- Holds the relationship with property and facilities, health, safety and security and business users ensuring that project frameworks, processes and procedures can be easily maintained as business as usual activities when site projects are completed.</li> <li>- Demonstrates excellent oral and written communication skills, interpersonal skills, and ability to self-manage.</li> </ul>

## KEY RELATIONSHIPS

<b>Internal</b>	<ul style="list-style-type: none"> <li>- Site Managers</li> <li>- Residence Managers</li> <li>- Regional Managers</li> <li>- Health and Safety</li> <li>- Finance</li> <li>- People and Leadership</li> <li>- Oranga Tamariki staff</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>- MSD Property Team</li> <li>- MSD Procurement team</li> <li>- MSD National Accounting Centre</li> <li>- Construction and building companies</li> <li>- Design and project management companies</li> </ul>

## QUALIFICATIONS & EXPERIENCE

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Relevant Bachelor's degree</li> <li>- A relevant tertiary qualification in project management</li> <li>- A relevant tertiary qualification in construction is desirable.</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>- Willingness to travel within New Zealand to fulfil the requirements of the role.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- 10 years' relevant experience in property and project management</li> <li>- Practical experience implementing effective project management methodologies</li> <li>- Excellent people and communications skills and a strong customer ethos</li> <li>- A highly motivated, achievement-orientated and innovative professional</li> <li>- Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.</li> </ul>

