

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Project Manager, Voices Insights
Group:	Tamariki Advocate/Voices of Children
Reports to:	General Manager, Voices of Children and Young People
Location:	National Office, 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

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

The Oranga Tamariki way of looking at the world 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 Māori tamariki and rangatahi.

PURPOSE OF POSITION

Background

Oranga Tamariki is establishing an ongoing 'Children's Experiences Survey' to provide robust, nationally-representative data about the experiences of children who interact with our organisation. We will use the survey results to see what experiences children and young people are having that they value and that support them to thrive, and where they have aspirations that are not being fully met. We also want to be able to track changes over time.

Our initial focus is on children and young people aged 8 to 17 who are in care in a variety of settings, including in youth justice. Children and young people who are engaged with other Oranga Tamariki services and younger children will be included over time.

We are commissioning an experienced provider to supply research services to design, develop, analyse, and report on the *Children's Experiences Survey*. Oranga Tamariki will assist with the development of the survey questionnaire, including coordinating input from our existing expert networks. We will also bring together a youth advisory group who will assist with co-design of the questionnaire and platform, and contribute to the analysis plan.

This is a very significant initiative for Oranga Tamariki. It is part of our commitment to put children and young people's voices at the centre of all we do, and will provide a key mechanism both to understand children and young people's experiences, needs and aspirations, and also to hold ourselves and the system to account for achieving change.

The results of the *Children's Experiences Survey* will provide one of the organisation's headline measures.

The survey will be the first of its type with this group of children and young people and will be undertaken at a time when there are a number of other major changes and developments within the organisation.

This work is being led by our Voices of Children and Young People team, within the Tamariki Advocate group of Oranga Tamariki.

Position overview

The Project Manager will coordinate and manage the development and 2019 implementation of the *Children's Experiences Survey*. This includes:

- project management of the development and implementation of the survey and approach
- planning implementation of the survey
- managing the contract and relationship with the provider(s), and any further procurement
- coordinating governance and advisory mechanisms, including external experts, internal advisory group and youth advisory group
- providing quality assurance of the questionnaire content, implementation, analysis and reporting
- planning and coordinating internal and external communications about the survey.

You will report to the Manager, Voices Insights. This is a busy team, and you may also be required to provide guidance or input to other projects.

Detail of the role requirements and accountabilities is as follows:

KEY ACCOUNTABILITIES

Result area	Key Accountabilities
Project Planning	<ul style="list-style-type: none"> - Develop and maintain a robust plan for all aspects of the project including: <ul style="list-style-type: none"> ▪ Key development and implementation milestones ▪ Risk identification and management ▪ Resource planning and management ▪ Quality assurance of deliverables ▪ Governance and advisory activities ▪ Communications planning and delivery ▪ Monitoring, evaluation and lessons learned for the project ▪ Tracking and reporting - Coordinate project with other projects and activities within Oranga Tamariki as required
Project Management	<ul style="list-style-type: none"> - Develop and lead implementation of project plan - Ensure milestones are met - Ensure project components are assigned and monitor their delivery - Ensure deliverables and processes meet quality requirements - Manage and report on progress of project, resources including staff time, budgets and expenditure
Risk and Issues Management	<ul style="list-style-type: none"> - Actively identify and manage organisational and project risks and issues, and escalate them as required - Keep the Manager, Voices Insights informed of the risks and issues and strategies to mitigate them
Reporting and Accountability	<ul style="list-style-type: none"> - Keep the Manager, Voices Insights closely informed of the progress of the project - Ensure accurate reporting as required (e.g., status reports, exception and change reporting)
Communications and Stakeholder Management	<ul style="list-style-type: none"> - Develop a communications plan for the project to ensure key stakeholders are identified, informed and engaged as needed - Coordinate the development and delivery of communications materials and mechanisms
Contract Management and Procurement	<ul style="list-style-type: none"> - Manage contracts with service provider(s), including ensuring delivery of services as required - Manage any further procurement/contracting processes
Advisory Groups and Governance	<ul style="list-style-type: none"> - Coordinate engagement with advisors to the project: <ul style="list-style-type: none"> ▪ Youth Advisory Group ▪ Internal Advisory Group ▪ Other experts who may be drawn on from time to time - Provide agendas, papers, presentations and notes as required - Provide input to reports and engage with senior leaders and ministers as required - Manage relationships with other stakeholders as needed

Research and Evaluation	<ul style="list-style-type: none"> - Provide expert input to the development and implementation of the survey, including: <ul style="list-style-type: none"> ▪ Analysis plan and approach ▪ Advice on ways to address bias ▪ Reporting
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KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> - General Manager, Voices of Children and Young People - Manager, Voices Insights - Other Voices of Children and Young People Team Members - Other Oranga Tamariki managers and staff - Other key business groups
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External	<ul style="list-style-type: none"> - Service providers - Youth advisors - Academic, subject and practice experts
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QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> - A post graduate social science qualification is required - A formal project management qualification would be desirable
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Experience	<ul style="list-style-type: none"> - Minimum of five years' experience in social research and/or evaluation or a minimum of five years' experience in project management of research and evaluation projects - Experience in qualitative and/or quantitative research methodologies is desirable - Experience in leading or managing large research projects - Experience with national surveys - Experience in managing contracts for research services - A proven record in establishing, building and maintaining effective and cohesive working relationships - Experience working with children and young people would be desirable - Understanding of tikanga Māori
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Skills	<ul style="list-style-type: none"> - Strong project management capability - Proven ability to write clear and concise reports at both strategic and operational level - Ability to work within the context of a large and complex organisation with multiple competing priorities
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