

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Remuneration Specialist (fixed term)
Group:	Corporate Services
Reports to:	Manager Employment and Industrial Relations
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

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

Our desired future is one where we demonstrate that our people matter, and that we cannot realise our vision without them. We want our staff to feel listened to, valued and empowered. We want to make things easy for them, to have the right skills, and feel supported to put tamariki first. We have three focus areas to support our people to live the Oranga Tamariki vision, purpose and the Oranga Tamariki way. These are:

- Make our people processes effective and easy so they can focus on oranga tamariki
- Build our capability so we can realise oranga tamariki
- Create an environment where our people are empowered to put tamariki first

The Remuneration (Rem) Specialist will lead, influence and shape the development of the remuneration and reward strategy across Oranga Tamariki, particularly in the areas of rewards, performance management, remuneration and related benefits and strategic position management.

This role will work closely with the Manager Employment & Industrial Relations (E&IR) and E&IR Specialist - IR portfolio to provide a centre of expertise so that the other members of the wider HR team, the Leadership Team and Oranga Tamariki managers receive the best possible advice and support in their areas of speciality.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Remuneration Strategy & Advice	<ul style="list-style-type: none"> - Develop comprehensive remuneration, rewards, performance management and position management strategies and frameworks for Oranga Tamariki, ensuring a consistent approach and alignment across the organisation and reflecting external best practice - Ensure strategy is developed taking into account the vision and values of Oranga Tamariki, the Government’s expectations, the employment relations environment, the HR strategy, and the differing needs of individual business groups - Provide leadership, strategic advice, analysis and support to the remuneration review forums that review the annual pay ranges of staff covered by collective employment agreements - Ensure that rewards, remuneration and performance strategy is integrated with business and related HR strategies, and is consistent with the overall HR Strategy and direction; - Contribute to the annual remuneration review strategy - Provide specialist advice to the Chief Executive and Leadership Team on long-term remuneration trends and projections to inform policy, business, value for money and budget decisions - Provide appropriate best practice advice and high quality consultancy services to the People & Leadership team and, in particular, the Strategic Business Partner teams on rewards, performance and strategic position management matters - Provide advice on the job evaluation process.
Mentoring and Leadership	<ul style="list-style-type: none"> - Build effective relationships with our people leaders becoming a trusted advisor so as to influence them in the execution of their

Key Result area	Key Accountabilities
	<p>people management responsibilities</p> <ul style="list-style-type: none"> - Improve the understanding of Remuneration strategy and lift the capability of the wider People & Leadership team and those who manage people through coaching, advice and support that adds learning and value - Demonstrate the behaviour of a leader: creating a supportive and positive environment, helping others develop and achieve, and acting in the interests of the wider team - Promote and role model the values and goals for Oranga Tamariki including good employer principles and practices and expected high standards of integrity, ethics and behaviour in all operations of Oranga Tamariki.
<p>Relationship Management and Communication</p>	<ul style="list-style-type: none"> - Work collaboratively with other members of the team to provide high level ER support to managers and staff in Oranga Tamariki - Develop internal and external networks to ensure that proper consultation takes place and that initiatives are relevant, practical, and well understood by those who are responsible for implementation - Identify and manage relationship and reputation risks associated with work - Build effective relationships with managers so-as to influence managers in the execution of their staff accountabilities - Ensure that all relevant managers/senior managers have input into strategies and projects - Ensure communications are timely, easily understood and meet the needs of the audience.
<p>Project Management</p>	<ul style="list-style-type: none"> - Lead the development, coordination and implementation of remuneration-related projects and programmes - Ensure all projects are aligned with and support the strategic outcomes of Oranga Tamariki - Ensure all projects deliver within agreed timeframes and meet the needs of the end users - Identify project risks and develop contingencies - Provide regular progress reports to key stakeholders.
<p>Cultural competency</p>	<ul style="list-style-type: none"> - Demonstrate understanding of, and commitment to, our Māori cultural framework.
<p>Risk Management</p>	<ul style="list-style-type: none"> - Identify any people related and/or organisational risks and take action to minimise their impact - Effectively manage risks and escalate risks and propose appropriate mitigation where necessary.
<p>Being part of the Oranga Tamariki team</p>	<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

Key Result area	Key Accountabilities
	<p>reasonable duties as requested by your manager</p> <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 - 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"> - Chief Executive and Deputy Chief Executives - People and Leadership Team - Oranga Tamariki People Managers - Legal Services - Union delegates and representatives - Oranga Tamariki staff
External	<ul style="list-style-type: none"> - State Services Commission and other government agencies - External HR Service Providers - State Services Commission - Ministries, Government Departments, Central Agencies' and Crown Entities - Specialist consultants and providers - Legal specialists and employment law/relations consultancies - HR professionals in the public and private sectors - Public Service Association (PSA), NUPE and other union officials as necessary

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> - A relevant tertiary/post graduate qualification (or equivalent) is desirable - A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles.
Other requirements	<ul style="list-style-type: none"> - Willingness to travel within New Zealand to fulfil the requirements of the role

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- Knowledge and Experience**
- Proven experience contributing to and advocating for contemporary HR in general, and employment relations in particular, at all levels within an organisation
 - Extensive experience in remuneration, performance frameworks, reward related experience including expert knowledge of trends and current best practice is essential
 - Practical understanding of employment and industrial relations within the Public Sector
 - Proven ability to make the connection between HR strategy and operational reality
 - Outstanding communications/mediation/negotiation skills, and the ability to model the concept of “good faith” in employment relationships at all levels in Oranga Tamariki
 - A comprehensive understanding of the collection, interpretation and uses of HR information with demonstrated capability to develop value-adding employment relations reporting

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- Skills**
- Demonstrates the ability to remain calm, and exercise sound judgement when under extreme pressure, using approaches that are appropriate for the situation
 - Incredible organisational skills with the ability to multi-task, and work to tight and competing deadlines
 - Strong ability to develop/articulate logical arguments – based on fact, information is sourced from a variety of sources, argument is backed by sound evidence
 - Demonstrates the ability to exercise initiative
 - Consistently demonstrates sound judgement and is pragmatic, adaptable, open-minded, reflective and forward thinking, is committed to learning and extending self and continuously seeks opportunities for different and innovative approaches to work
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples’ culture
 - Client focused - giving high priority to anticipating need and ensuring client satisfaction.
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