

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Security Advisor
Group:	Corporate Services
Reports to:	Manager – Health, Safety and Security
Location:	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

The Security Advisor will provide both strategic and operational advice and support to the organisation on all aspects of security. The role will be working alongside the business to develop and drive security policies and procedures.

Proactive engagement and building relationships is a key focus of this role alongside compliance to all the relevant legislation and requirements. This role will partner with key stakeholders to develop security knowledge and to foster continuous improvement and best practice for the organisation.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Strategic Planning	<ul style="list-style-type: none">– Contribute to the development of the security framework of Oranga Tamariki– Develop, deliver and drive strategies, policies and standards– Maintain expert knowledge and provide strategic recommendations for improved processes and initiatives– Provide strategic support and advice to Oranga Tamariki staff.
Expert Advice and Support	<ul style="list-style-type: none">– Provide expert security advice and support to the organisation– Provide expert advice and support to the General Manager Governance and Assurance, Principal Advisor Safety and the Oranga Tamariki Health, Safety and Security team.
Relationship Management	<ul style="list-style-type: none">– Build and maintain effective working relationships with key stakeholders including union representatives– Work collaboratively with members of the Health, Safety and Security team.
Monitoring and Reporting	<ul style="list-style-type: none">– Oversee security reporting across the organisation and lead continuous improvement as required– Provide monthly reports as part of the Leadership Assurance Dashboard.
Risk Management	<ul style="list-style-type: none">– Identify any organisational risks and take action to minimise their impact– Effectively manage risks and escalate risks and propose appropriate mitigation where necessary– Develop, deliver and maintain tools and resources to identify security risks and, in alignment with the Security framework– Keep stakeholders informed of any risks and/or issues that may impact on organisational operations and reputation.
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

Key Result area	Key Accountabilities
	<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 Security Officer (CSO) – General Manager Governance and Assurance – Lead Advisor, Security – Health, Safety and Security Team – Oranga Tamariki Leadership Team – Oranga Tamariki staff
External	<ul style="list-style-type: none"> – NZ Police – NZ Security Intelligence Service and Government Communications Security Bureau – SSC and other Ministries in the public sector – Security Service providers – Other Government Ministries, Departments and entities – Suppliers and vendors

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> – A relevant tertiary qualification or equivalent knowledge, skills and experience and a commitment to on-going professional development – A clean, current driver's licence is essential
Experience	<ul style="list-style-type: none"> – Extensive knowledge and experience in security in a diverse environment is essential – Demonstrated experience in advising and supporting people at all levels of large complex organisations – Knowledge of current legislation relating to security (e.g. crimes, trespass and privacy) – A strong understanding of physical and personnel security systems and best practice

	<ul style="list-style-type: none"> - Demonstrated experience in risk management - Ability to facilitate the resolution of complex problems - Understanding of public sector systems and processes, including accountability requirements and the use of performance information to inform decision-making.
Skills	<ul style="list-style-type: none"> - High level of self-motivation, judgement, objectivity and integrity - Excellent interpersonal and communication skills, including oral and written communication and particularly the ability to present ideas, information and advice in a way that is understandable by a range of audiences - Excellent communication and relationship management skills with a proven ability to negotiate and influence - Ability to build and maintain positive stakeholder relationships and effective networks across and within organisations - Ability to manage a diverse workload and deliver high quality outputs - Excellent written and oral presentation skills, including the ability to communicate security to a variety of audiences - Sound conflict management skills - Strong organisational ability to optimise and prioritise conflicting demands in a busy environment, to achieve deadlines and see responsibilities through to completion - Able to personally cope with ambiguity and change - A team player and considers the views of others.