

# POSITION DESCRIPTION

## Oranga Tamariki—Ministry for Children



Title:	Senior Advisor – Governance Team
Group:	Corporate Services
Reports to:	Manager, Governance
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'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 role supports the Manager Governance to provide advice to the Chief Executive and the Oranga Tamariki Leadership Team on governance and to manage and support governance processes to enable the effective and efficient operation of Oranga Tamariki.

The role includes providing operational support to the governance committees/ boards of Oranga Tamariki, advising internally and to Ministers on appointments, identifying adjustments and improvements to the governance system and process, and making connections between governance committees and the Leadership Team to ensure the governance system is effective.

## KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
<b>Governance Advice</b>	<ul style="list-style-type: none"><li>– Provide specialist advice on the overall governance framework, processes and operations of Oranga Tamariki.</li><li>– Provide specialist advice on advisory bodies and committees, including internal and Ministerial appointments.</li><li>– Maintain oversight of internal governance committees and other advisory bodies and committees (internal and external).</li><li>– Liaise across Oranga Tamariki to ensure policies, delegations and other documents are aligned with the governance framework, processes and operations.</li><li>– Carry out activity that supports the health and integrity of the governance framework, processes and operations.</li><li>– Represent the team and Oranga Tamariki at internal and external meetings, as required.</li></ul>
<b>Governance Secretariat</b>	<ul style="list-style-type: none"><li>– Establish and maintain governance processes and documentation for governance committees and boards.</li><li>– Ensure information flows and sequencing of decisions across governance committees is well managed.</li><li>– Carry out an efficient and effective secretariat function to governance committees and boards, that can include but is not limited to:<ul style="list-style-type: none"><li>○ meeting administration – scheduling meetings, agenda, collation and distribution of papers, distribution of minutes, following up action points.</li><li>○ meeting attendance – capturing key discussion points, decisions and action points.</li><li>○ planning and development – forward work programme development, terms of reference, appointments, updating intranet content.</li><li>○ support – point of contact for committee matters, quality assurance.</li></ul></li></ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"><li>– Build and maintain strong working relationships with relevant teams, senior managers and advisors across Oranga Tamariki to enable the provision of governance related advice.</li></ul>

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> <li>– Build and maintain strong working relationships with people across Oranga Tamariki to ensure governance processes are followed.</li> <li>– Build and maintain strong working relationships with committee members, particularly Chairs.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>– Identify and implement improvements to governance processes and systems.</li> <li>– Develop and conduct evaluations of the governance framework and committees to ensure effectiveness and efficiency.</li> </ul>
<b>Being part of the Oranga Tamariki team</b>	<ul style="list-style-type: none"> <li>– Actively and positively participate as a member of the team</li> <li>– Proactively look for opportunities to improve the operations of Oranga Tamariki</li> <li>– From time to time, you may be required to perform other reasonable duties as requested by your manager</li> <li>– Comply with and support all health and safety policies, guidelines and initiatives</li> <li>– Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool</li> <li>– Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known</li> <li>– Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct</li> <li>– Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.</li> </ul>

## KEY RELATIONSHIPS

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<b>Internal</b>	<ul style="list-style-type: none"><li>– Chief Executive</li><li>– Deputy Chief Executives</li><li>– Chief Financial Officer</li><li>– Senior managers across Oranga Tamariki</li><li>– Leadership and Organisational Development Group</li><li>– Oranga Tamariki staff.</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>– Minister's Office</li><li>– Central governance agencies, particularly the SSC and the Treasury</li><li>– External committee members</li><li>– Ministry of Social Development shared service providers and equivalent roles.</li></ul>

## QUALIFICATIONS & EXPERIENCE

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<b>Qualifications</b>	<ul style="list-style-type: none"><li>– A tertiary qualification in a related area or equivalent operational experience is preferred.</li><li>– A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles.</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>Experience</b>	<ul style="list-style-type: none"><li>– Demonstrated experience in developing, leading and providing advice on governance processes and appointments.</li><li>– Experience providing secretariat services and advice at a senior level.</li><li>– Provision of advice and activity to carry out appointments to boards or committees internally and to Ministers.</li><li>– Sound understanding of the corporate governance environment, particularly in the public sector.</li><li>– Experience following government processes and applying Cabinet frameworks.</li><li>– Experience working across an organisation and influencing without formal authority.</li><li>– Managing multiple pieces of work with varied and competing timeframes.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>– Knowledge of government processes relating to governance and appointments.</li><li>– High level of integrity, professionalism and discretion.</li><li>– Analytical skills with the ability to make sound and respected decisions.</li><li>– Ability to effectively manage or escalate issues.</li></ul>

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- Ability to write to a high standard, appropriate to the audience, including proof reading with a high level of accuracy.
  - Highly organised, with the ability to manage multiple items while maintaining high level of attention to detail.
  - Build and maintain relationships across an organisation, using appropriate style and method to communicate with others.
  - Ability to design and implement pragmatic process design and improvement.
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