

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Senior Advisor
Group:	Tamariki Advocate, Voices of Children
Reports to:	Director Treaty Response
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'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 purpose of this role is to provide high quality objective analysis, advice and assurance on s7AA and to represent the Ministry effectively on inter-agency working groups. In their work, the Senior Advisor is expected to form sound working relationships with colleagues and staff throughout the Ministry, as well as forming good networks and relationships with staff in other social sector agencies relevant to the nature of the work.

Coaching and support will be provided by the Director Treaty Response and also by project leaders, and principal analysts with whom the employee will work.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Treaty assurance and advice	<ul style="list-style-type: none">– Assure the Ministry meets expectations by improving outcomes for Māori– Research and evaluation of s7AA– Assure and advise on the use of the s7AA QA standards in the development of policies (strategic and operational), practices, services– Assure and advise on the alignment of the mana tamaiti objectives across the operating model– Monitor and assure progress against agreed impacts and measures– Advice and support function for BAU functions (incl OIA's, Ministerials, memo)– Provide high quality advice on complex issues without the need for guidance from others.– Add value to the written communications of others.– Develop and present advice to senior management and Ministers.– Have a breadth of view of organisational issues and an understanding of the key imperatives of other agencies with which they work.– Provide high quality, objective analysis and advice within specified timeframes.– Analyse and review all available information and recommend options for implementation of new policies.– Ensure the implications of the Treaty of Waitangi, Human Rights and equity considerations are fully addressed in policy work.– Advise management and/or the Government on the implications of policies, including trends, risks, and developments.– Quantify the impact of new and proposed policies on the organisation by completing operational feasibility studies and costings.

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> – Monitor and analyse policies in light of Government priorities.
Policy development	<ul style="list-style-type: none"> – Represent the Treaty Response team in the policy development process including taking part in inter-departmental working groups. – Contribute advice to the development of cross-sectoral and “whole of Government” policies in conjunction with other government agencies as required. – Develop and maintain effective relationships with appropriate Government policy and service delivery staff and information sources. – Maintain a high standard of personal integrity in all matters and ensure Ministry processes and protocols are followed.
Project management	<ul style="list-style-type: none"> – Lead substantial work items on a broad range of issues as directed by the Director – Coordinate input from team members and other contributors. – Carry out analysis of existing policies, processes, products and services; propose and, where applicable, recommend improvements in line with Treaty obligations and organisational requirements. – Work on initiatives that contribute towards the Ministry’s strategic business plan/outcomes. – Consult with internal and external stakeholders to gain support for proposed initiatives or policies, identifying and overcoming barriers as appropriate. – Contribute to or lead projects as agreed with your manager.
Work programme	<ul style="list-style-type: none"> – Contribute to areas of the work programme as agreed with your Director in accordance with the needs of the Ministry, your professional areas of interest, and/or your personal development plan.
Relationship management	<ul style="list-style-type: none"> – Represent the Ministry externally at significant interagency meetings. – Take a leadership role in internal or external meetings as appropriate. – Articulate the Ministry’s position and strategy on issues (and related rationale) with accuracy and persuasion.
Mentoring	<ul style="list-style-type: none"> – Assist in the development and mentoring of advisors within the team
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 – From time to time, you may be required to perform other reasonable duties as requested by your manager

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">– Director Treaty Response– Senior/Principal Analysts– Senior/Principal Advisors– Team Managers– Operational Managers– General Managers– Staff and managers across the Ministry
External	<ul style="list-style-type: none">– Staff from other government organisations– Social sector agencies– Iwi networks and Māori interest groups– Local government and community groups– Relevant international organisations.

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none">– A relevant tertiary qualification is desirable.
Other requirements	<ul style="list-style-type: none">– Willingness to travel within New Zealand to fulfil the requirements of the role
Experience	<ul style="list-style-type: none">– Understanding of Te Tiriti o Waitangi– Culturally competent – tikanga and te reo Māori but if not then a demonstrable ability to understand, consider and analyse from different cultural frameworks– Understanding of the Māori political landscape– Highly developed analytical and advisory skills and a demonstrated commitment to developing and maintaining specialist skills and knowledge in own area of expertise.– A good understanding of the policy development process, and of parliamentary processes and the workings of legislation.– A good understanding of policy implementation and the issues likely to impact on it.– Ability to produce and recognise high quality written work and provide peer support and coaching to colleagues.– Project management skills.– Computer literate, with competence in the use of the Microsoft suite of products.– Familiarity with basic statistical analysis desirable.
Skills	<ul style="list-style-type: none">– Excellent verbal, written and interpersonal communication skills– Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others– Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific

peoples' culture

- Conscientious
 - Committed to learning and extending self
 - Enjoys team work
 - Makes a positive contribution
 - Constructive
 - Self-motivated
 - Demonstrates honesty and integrity
 - Determined/resilient
 - Pragmatic
 - Adaptable
 - Open-minded
 - Forward thinking
 - Reflective
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