

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Team Leader – Family Group Conferences
Group:	Services for Children and Families/Youth Justice Services (choose one)
Reports to:	Site Manager/Youth Justice Manager (choose one)
Location:	As specified
Direct Reports:	Yes
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



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 Team Leader – Family Group Conferences (Team Leader) provides leadership to a team of Coordinators (Care and Protection or Youth Justice) who are responsible for convening and holding Family Group Conferences (FGC) under the Oranga Tamariki Act 1989 (the Act).

The Team Leader is responsible for the FGC workplan across their geographical area. They provide professional development and supervision to a team of Coordinators focusing on continuous improvement and ensuring a high standard of FGC practice across Oranga Tamariki.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
FGC Operations and Practice	<ul style="list-style-type: none">– Manage the FGC function in accordance with the Act, providing practice leadership, reflective supervision, professional development, casework guidance, planning and workload allocation– Work closely with the Site Managers, Site teams and Practice Leaders across their geographic area to provide operational support, sound advice and identify opportunities to enhance ways of working– Regularly review FGC systems, processes, frameworks, tools and standards to assess their effectiveness, identify opportunities to improve delivery, and ensure constant compliance with legal and regulatory requirements, policies and procedures– Monitor demand and quality levels of FGCs and identify opportunities for improvement– Manage workflow and caseloads, managing pressure points within the team– Collaborate with the National Advisor FGC, and other Team Leader – FGCs, contributing to the development of tools, resources, guidance and learning resources and ensuring an integrated consistent approach to FGC facilitation and practice– Ensure that Coordinators are meeting their information and reporting requirements– Provide reporting and analysis of FGCs on a regular basis to the Site Managers and Regional Manager– Advocate for FGC practice and process across their geographical areas, to ensure FGC standards are embedded in Site practice– For Youth Justice, ensure equal weighting is applied to all four priorities under the Act.
People Management	<ul style="list-style-type: none">– Lead the Coordinator team to ensure a strong focus on delivering positive outcomes for tamariki and rangatahi– Coach and develop team members in order to build high performing teams– Demonstrate strong commitment to the Coordinators as the team lead; actively working to ensure the provision of technical advice and guidance

Key Result area	Key Accountabilities
Leadership	<ul style="list-style-type: none"> - Undertake the selection and recruitment of direct reports, and the determination of responsibilities and performance standards - Develop and implement clear performance objectives, provide coaching and feedback, and ensure professional development. <hr/> <ul style="list-style-type: none"> - Promote and model the desired organisational culture and values through their own behaviour and practices - Deliver results through effective relationship management both within the team and wider organisation - Lead in a public service context, contributing to a better New Zealand - Understand and implement Health, Safety and Security accountabilities - Ensure the team’s work is integrated within Oranga Tamariki and inter-dependencies are identified and managed - Liaise, build and encourage sound relationships and networks with Iwi Coordinators and key community-based stakeholders.
Risk Management	<ul style="list-style-type: none"> - Identify and report all job-related hazards, raising any issues of concern with Site Managers as soon as practicable in relation to personal or client safety - Effectively identify and manage risks, take action to minimise their impact and escalating if required and proposing appropriate mitigation where necessary.
Cultural Competency	<ul style="list-style-type: none"> - Demonstrate an understanding of, and commitment to, our Māori cultural framework and lead within the business - Understand the key concepts embodied within the Treaty of Waitangi and Pūao-te-ata-tū and their applications to the Oranga Tamariki Act 1989 - Ensure cultural responsiveness is valued, understood and applied within the service and support provided.
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 - 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 Te Tiriti o Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

- | | |
|-----------------|--|
| Internal | <ul style="list-style-type: none">- Oranga Tamariki Site team including Social Workers, Supervisors, Practice Leaders, Workplace /Youth Court Administrators- Kairaranga and Kaitiaki- National Advisor FGC Practice- Regional Disability Advisor- Legal Services- Oranga Tamariki staff |
| External | <ul style="list-style-type: none">- Tamariki/rangatahi/whānau and, where relevant, victims' support groups- NZ Police and local government- Lawyer for Child, Youth Advocate and Lay Advocate- Family and Youth Courts- Agency representatives from the Ministry of Social Development, Ministry of Health, Ministry of Education, Ministry of Justice, Corrections, Ministry of Business, Innovation and Employment, Te Puni Kōkiri - Ministry of Māori Development- Iwi and Māori communities- NGO and community groups- Educational facilities- Office of the Children's Commissioner- Professional service providers, ACC, DHBs and Public Trust- Cultural authorities and other ethnic social service providers |

QUALIFICATIONS & EXPERIENCE

- | | |
|---------------------------|--|
| Qualifications | <ul style="list-style-type: none">- A relevant diploma qualification (minimum 2 years' study) or higher, or relevant experience- Fluency in Te Reo is desirable- A current 'clean' full New Zealand driving 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. |
-

Experience

- A minimum of 3+ years' experience of coordinating FGCs (or equivalent), executing and delivering strong operational outcomes at a local or regional level
- At least 5 years' working in the social sector or community
- Leading teams and improving team performance and capability in a complex environment
- Managing and prioritising the demands of a diverse range of stakeholders
- Experience working with people from diverse cultural backgrounds, with an understanding and appreciation of cross-cultural issues and concerns, including tikanga Māori, and Pacific peoples' culture.
- Strong understanding of, and can apply the principles of the Treaty of Waitangi, and Pūao-te-ata-tū
- Knowledge of the Oranga Tamariki Act 1989 and other relevant legislation, or experience working with legislation and ability to learn and apply it quickly
- Effective facilitation, mediation, negotiation and conflict resolution experience
- Demonstrate critical thinking and reflective practice and is able to apply insights for continuous improvement to both personal and organisational practice, process and systems.

Skills

- Excellent communication and interpersonal skills demonstrated in a range of situations, with proven ability to write reports and plans to a high standard
 - A nimble and agile thinker with the ability to influence and constructively challenge
 - An ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others
 - Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected
 - Aptitude to coach, mentor and enhance overall capability in people
 - Strong relationship management skills including experience working in partnership with communities and key stakeholders.
-