**Our purpose**

The purpose of the Independent Children’s Monitor (the Monitor) is to provide a credible view of the Oranga Tamariki System, highlighting areas that will drive continuous improvement and support improving outcomes for children and young people, particularly tamariki Māori and those with disabilities.

**How we do this**

The Monitor has oversight of the Oranga Tamariki System and its work reflects the broad spectrum of monitoring from compliance, to practice quality, through to outcomes. Monitoring each of these interrelated areas enables us to assess if outcomes are being achieved for tamariki (children) and rangatahi (youth). Our review, analysis and reporting functions drive improvement and give us the opportunity to provide accurate information to a range of audiences including Ministers, government agencies, iwi, non-government agencies, whānau and individuals on the performance of the System.

We strive to always work in a way that is child-centred, embeds te ao Māori, is insight-driven and builds on our reputation as a trusted and credible influencer.

**Our values**

Our values have been developed within the context of our work and reflect our principles of being child centred with a te ao Māori lens across all that we do. Our values are how we behave every day, with each other and with those we are working with.

**Kia Māia – Courageous:** We are brave, bold, capable and confident.

**Kia Pono, Kia Tika – Trustworthy:** We are honest and genuine.

**Manaaki – Respectful:** We show respect and care for others.

**Kia Huritao – to be Reflective:** We are considered and reflective.

**Our commitment to Māori**

As a Te Tiriti o Waitangi partner we are committed to supporting and enabling Māori whānau, hapū, iwi and communities to realise their own potential and aspirations.

Being true to our commitment to te ao Māori requires us to prioritise engagement with iwi, and Māori organisations, reflect te ao Māori in our kawa and tikanga, as well as building overall internal cultural capability.

Cultural capability is a responsibility for us all. The organisation will support you to learn te reo Māori as well as provide opportunities to grow your cultural development to honour this commitment and responsibility.

**Position detail**

**Overview of position**

The Kaitohutohu Mahinaga me te Rautaki Mātāmua/Senior Advisor Strategy and Performance works with the Principal Advisor Strategy and Performance to support the leadership team in all matters relevant to the responsibilities of being a departmental agency. This includes supporting the development of regular and ad hoc reports, maintaining the risk and issues register, supporting budget processes, and responding to OIAs as well as other governance processes.

As part of the Performance, Policy and Practice team the Senior Advisor will work with their colleagues to continuously improve the functions of the Monitor. They will work with the Principal Advisor on the development and maintenance of corporate policies, procedures and other guidance and tools.

The Kaitohutohu Mahinaga me te Rautaki Mātāmua/Senior Advisor Strategy and Performance will support the Manager Performance, Policy and Practice to ensure the Monitor can develop and deliver its organisational strategy and ensure the planning, reporting and accountability processes are well integrated, and in line with best practice. This position will engage with internal stakeholders across ICM and with various external stakeholders.

**Location**

Auckland, Wellington or Christchurch

**Reports to**

Kaiwhakahaere Mahinga me te Kaupapa Here/Manager Performance, Policy and Practice

**Key responsibilities**

### Strategy and Performance

* Providing thought leadership to support the Monitor to build organisational capability in strategy, planning, performance, and governance processes.
* Identifying enhancements to the Monitor’s systems and business processes and working with the Manager Policy and Practice to develop and implement improvements.
* Facilitating Risk and Issues meetings including agenda development, scheduling and maintaining the risk and issues register.
* Developing, implementing, and maintaining internal corporate policy.

### Advice and Reporting

* Preparing and providing timely and practical advice to the Manager Performance, Policy and Practice, the Leadership Team, and other stakeholders as required.
* Working with the Principal Advisor to develop regular and ad hoc reports and other documentation as required.
* Working with the Principal Advisor to provide ministerial and executive services for the monitoring, including but not limited to, responding to OIAs, Select Committee questions, and other governance matters.

### Building capability

* Demonstrating support for Monitor initiatives and organisational development activities, modelling expected behaviours to managers and staff.
* Maintaining and building personal professional expertise and employing best practice methodologies.
* Role modelling the Monitor’s values, healthy self-management and wellbeing practices to the wider team.

### Relationship Management

* Developing and maintaining a strong working relationship with the Leadership Team to understand business requirements and priorities.
* Working with the Principal Advisor to establish, build and maintain effective and strong working relationships with key internal and external stakeholders to understand business requirements and priorities and supporting the development of terms of reference and memorandum of understanding documents as required.
* Working with the Principal Advisor to build good working relationships with the Minister’s office and providing Private Secretary services as required.

**Embedding child-centred practice**

* Using experience and knowledge to support the Monitor to embed child-centred practice into the status quo through making children’s participation and the voice of tamariki front and centre of the Monitor’s design, decision making and day-to-day operations.

**Embedding te ao Māori**

* Building knowledge, experience, capability and understanding of tikanga Māori and te reo to confidently engage with whānau, hapū and iwi.
* Embedding te ao Māori into the status quo of the Monitor.
* Seeking advice and using empathy and judgement to adapt to the context and circumstances.
* Learning about and respecting cultural similarities and differences and appreciating diversity.

**Health, safety and security**

* Understanding and implementing Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensuring all health, safety and security and wellbeing policies and procedures are understood, followed and implemented.

**Emergency management and business continuity**

* Remaining familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact the Monitor.
* Participating in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

**Other duties as required**

## Know-how

Machinery of government – an understanding of the machinery of government, confident working with Ministers and CEs offices and proven experience of developing formal documentation.

Relationship management – excellent ability to make meaningful connections with a wide range of people and organisations, one-on-one and collectively, and build lasting professional relationships.

Strong writing skills – proven ability to write clear, concise reports, memos and other professional documents.

Analytical thinking – experience in considering and synthesising a range of information, researching and producing credible evidence to support advice and documentation.

Thought leadership – developing ability to innovate, use initiative and provide thought leadership and advice to the Monitor.

Legislation and statutory obligations – ability to quickly build knowledge and understanding of relevant statutory and public service processes and experience in the interpretation and application of legislation.

Tertiary qualification in a relevant discipline with a professional practice background or evidence of equivalent relevant experience in social sector/human services.

**Attributes**

* Detail oriented
* Analytical
* Growth mindset
* Initiative
* Relational

**Key Relationships**

**Internal**

* GM CSI and Chief Monitor
* Monitor Managers
* Independent Children’s Monitor colleagues
* Relevant host agency colleagues as required

**External**

* Government colleagues
* Minister’s office
* Office of the Children’s Commissioner colleagues
* Ombudsman colleagues

**Other**

**Delegations**

Financial – No

Human Resources – No

People – No

**Direct reports** – No

**Security clearance** – No

**Children’s worker** – No

Ability to travel occasionally.

May require after-hours work.

Full drivers’ licence