

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Advisor, Child-Centred Engagement
Group:	Tamariki Advocate/Voices of Children and Young People
Reports to:	Manager, Child-Centred Engagement
Location:	National Office, Wellington

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	The Oranga Tamariki way of looking at the world guides everything we do:



Our core outcomes	Our core outcomes are: <ul style="list-style-type: none"> - 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.
--------------------------	--

PURPOSE OF POSITION

The purpose of the Tamariki Advocate/Voices of Children business group is to ensure the needs and aspirations of tamariki and rangatahi are listened to and delivered on. We have a unique and specific obligation to ensure that the voices of tamariki and rangatahi Māori are heard and that they, with their whānau, are supported to participate in decisions about matters that affect them.

The Voices of Children and Young People team, in the Tamariki Advocate Group, works to ensure tamariki and rangatahi voices are heard throughout the organisation. Using engagement, research, participatory and advocacy approaches, the Voices of Children team supports Oranga Tamariki to understand tamariki and rangatahi experiences, needs and aspirations, and to place them at the centre of policies, practices and services.

Advisors within the Voices of Children team support the delivery of high-quality engagement and research projects that enable tamariki and rangatahi to be heard across Oranga Tamariki and influence decisions.

The Advisor Child-Centred Engagement contributes to the delivery of high-quality, ethical and safe engagements with tamariki and rangatahi of all ages, stages, communication abilities and cultures. This includes working with others across the Voices of Children team to contribute to engagement, analysis and reporting on findings and insights, and the communication and championing of what tamariki and rangatahi have told us.

The Advisor Child-Centred Engagement also contributes to and supports best practice across the organisation in approaches to listening, amplifying and responding to the voices of tamariki and rangatahi.

KEY ACCOUNTABILITIES

Key Result Area	Key Accountabilities
Engagement	<ul style="list-style-type: none"> - Deliver direct engagement with tamariki and rangatahi utilising the engagement practice principles - Contribute to the guidance, frameworks and tools to support Oranga Tamariki to listen and respond to the voices of tamariki and rangatahi - Support the creation of platforms and forums to enable Oranga Tamariki to effectively and appropriately connect with tamariki and rangatahi - Stay abreast of developments in child-centred engagement practice, particularly in relation to listening to and embracing voices of tamariki and rangatahi in decision-making and practice, and contribute to the development of New Zealand best practice - Undertake and provide support for one-off projects including: compiling and processing data for project manager or team, arranging logistics for projects and administrative support where required. - Contribute to the synthesis, and communication of key learnings from engagements with tamariki and rangatahi so that they can be applied across the organisation and system
Advice and support	<ul style="list-style-type: none"> - Provide advice and support to other areas of Oranga Tamariki on engaging with tamariki and rangatahi, to ensure their voices are heard and responded to

	<ul style="list-style-type: none">- Contribute to the coordination and facilitation of reference groups of experts relevant to specific projects or programmes of work
Work programme	<ul style="list-style-type: none">- Working closely with the Manager, Child-Centred Engagement, review the Voices of Children and Young People business plan and contribute to the development and implementation of the Child-Centred Engagement work programme for allocated areas, clearly identifying priorities and desired outcomes- Lead and contribute to projects as agreed with your manager- Contribute to other areas of the work programme as agreed with your manager in accordance with the needs of Oranga Tamariki, your professional areas of expertise, and your personal development plan- Monitor and report on achievement of your agreed work programme- Identify potential risks and mitigation strategies to achieve the work programme- Provide timely, accurate and complete reports to management and the wider business
Project management	<ul style="list-style-type: none">- Contribute to the coordination of the scoping of projects, including the development of key milestones, timelines, consultation processes, risk analysis and resourcing requirements- Support delivery against key milestones- Keep manager informed of work progress and emerging issues- Ensure any governance requirements and processes are considered- Support accurate reporting as required (e.g. status reports, exception and change reporting)- Contribute to project review and evaluation
Documentation	<ul style="list-style-type: none">- Help produce documentation of a high standard (including word documents, spreadsheets and presentation materials)- Produce reports and other documents as required- Format documents to meet business standards and comply with the Oranga Tamariki style guide- Maintain confidentiality of documents and information as required and as appropriate.
Advocacy	<ul style="list-style-type: none">- Build relationships, within and outside of, Oranga Tamariki and with key stakeholders that present opportunities to enhance the impact of the voices of tamariki and rangatahi- Support opportunities for tamariki and rangatahi to be directly involved and to influence the system- Champion the importance of the voices of tamariki and rangatahi in shaping the organisation's direction, priorities, services and practice- Contribute to the creation of organisational learning through capturing and sharing key insights and practice implications

Communication and relationship management	<ul style="list-style-type: none"> – Support consultation with all key stakeholders of any project/process and contribute to strategies to gain buy-in and commitment to desired outcomes
Inter-agency partnerships	<ul style="list-style-type: none"> – Champion the importance of the voices of tamariki and rangatahi in shaping the services provided to them across the sector – Contribute to partnerships with other agencies to support the implementation of international best practice in child-centred engagement, tailored to the New Zealand context, across the sector – Share insights and learnings with other agencies
Cultural competence	<ul style="list-style-type: none"> – Recognise bicultural partnership in Aotearoa New Zealand and reinforce the values, rights and mana of Māori, underpinned by the principles of Te Tiriti o Waitangi – Help ensure all engagements are underpinned by cultural awareness, sensitivity, cultural knowledge, skills and behaviours – Commit to on-going development in cultural competence in working with Māori and other cultures – Demonstrate understanding of, and commitment to, the Oranga Tamariki Māori cultural framework
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 – Comply with and support all human resources policies and health, safety and security policies, guidelines and initiatives – Ensure all incidents, injuries and near misses are reported as required – 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 Te Tiriti o Waitangi and incorporate the principles into your work

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> – Voices of Children and Young People team – Tamariki Advocate Group staff – Professional Practice Group – Professional Development Group – Child and Family Services – Oranga Tamariki staff
External	<ul style="list-style-type: none"> – Government and non-government agencies – Oranga Tamariki service providers – VOYCE – Whakarongo Mai

- Office of the Children’s Commissioner
- Youth Advisory Groups
- Iwi and Māori organisations
- Academic, subject and practice experts

QUALIFICATIONS & EXPERIENCE

Qualification	<ul style="list-style-type: none"> - A relevant tertiary social science qualification is required or relevant equivalent experience (e.g. in the areas of social work, child clinical psychology, educational psychology, early intervention education, speech language therapy and paediatrics)
Experience	<ul style="list-style-type: none"> - Experience facilitating and leading direct engagement with tamariki and rangatahi - Understanding and use of tikanga Māori in engagements with tamariki and rangatahi Māori is an advantage - Experience working in a project environment and the ability to support the development and delivery of projects - Experience in the development of business cases or project proposals - Experience in qualitative and/or quantitative research methodologies - Experience in establishing, building and maintaining effective and cohesive working relationships - Understanding of the machinery of government including experience working across agencies
Skills	<ul style="list-style-type: none"> - Ability to write clear and concise plans, reports and presentations, at both a strategic and operational level - Excellent time management and ability to juggle competing demands in a high pressure, fast turnaround environment - High work standards and attention to detail, delivering accurate and complete work - Politically astute
Other requirements	<ul style="list-style-type: none"> - Willingness to travel within New Zealand to fulfil the requirements of the role - Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected

POSITION COMPETENCIES

Competency	Description of success profile behaviour
Leading with influence <i>Lead and communicate in a clear, persuasive, impactful, and inspiring way; to convince</i>	<ul style="list-style-type: none"> - Leads with purpose (i.e. chart a clear direction for a team) - Persuades and inspires others (i.e. engages others in initiatives) - Communicates clearly (i.e. tailors messages so that they resonate with a range of different audiences)

In-Confidence

<p><i>others to embrace change and take action</i></p>	<ul style="list-style-type: none"> - Demonstrates impact and credibility (i.e. convey energy, urgency, confidence, and a sense of ease) - Uses knowledge of Māori to identify benefits of proposed change and uses this in influencing strategies. - Uses knowledge of Pacific Peoples and other cultures to identify benefits of proposed change and uses this in influencing strategies
<p>Engaging others</p> <p><i>Connect with people; to build trust and become a leader that people want to work with and for</i></p>	<ul style="list-style-type: none"> - Connects with others (i.e. makes a personal connection with people, puts them at ease and shows an interest in them and their wellbeing) - Seek to understand the diversity and complexity of Māori tamariki and rangatahi needs, particularly Māori, Pacific peoples and other cultures - Seeks to understand the diversity and complexity of tamariki and rangatahi needs, particularly Pacific peoples and other cultures - Listens (i.e. allows others space to speak, and shows a keen interest and understanding of others' points of view) - Is confident participating in public and private ceremonies including waiata and pōwhiri and other cultural activities involving NZ self-identified communities - Reads people and situations (i.e. picks up on 'what is not being said' in situations) - Communicates tactfully (i.e. conveys potentially sensitive messages in a diplomatic way)
<p>Managing work priorities</p> <p><i>Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role</i></p>	<ul style="list-style-type: none"> - Manage and deliver on work priorities (i.e. plan and organise yourself to deliver work commitments to required timeframes and quality standards)
<p>Achieving ambitious goals</p> <p><i>Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes</i></p>	<ul style="list-style-type: none"> - Committed and tenacious (i.e. takes ownership; is persistent in the face of obstacles; and shows a strong focus on achieving outcomes, rather than a narrower focus on following processes) - Ambitious (i.e. sets and achieves specific and challenging goals; focuses on opportunities rather than constraints; and takes an expansive view of the outcomes they can achieve for their organisation and New Zealand)
<p>Curious</p> <p><i>Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions</i></p>	<ul style="list-style-type: none"> - Thinks analytically and critically (i.e. gets to the heart of issues and uncovers underlying causes; and clearly describes their analytical process and the rationale for their decisions) - Displays curiosity (i.e. identifies a range of alternative options and encourages others to critique their ideas). - Takes into account the impact of decisions on tamariki and rangatahi Māori - Takes into account the impact of decisions on Pacific People's and other cultures tamariki and rangatahi, and Oranga Tamariki 's goals for diversity and inclusion - Mitigates analytical and decision-making biases (i.e. insightful about the strengths and weaknesses of their analysis and decision-

	<p>making approach, so that they mitigate potential decision-making biases)</p>
<p>Honest and courageous <i>Deliver the hard messages, and makes unpopular decisions in a timely manner; to advance the longer-term best interests of Māori tamariki and rangatahi and New Zealand</i></p>	<ul style="list-style-type: none"> - Shows courage (i.e. makes the hard and unpopular decisions and takes the lead on controversial issues) - Shows decisiveness (i.e. acts decisively when required, even when information is conflicting or incomplete) - Leads with integrity (i.e. acts according to a clear set of ethical principles aligned with Public Service values; and challenges behaviour that does not meet ethical standards)
<p>Resilient <i>Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus</i></p>	<ul style="list-style-type: none"> - Displays resilience (i.e. bounces back after setbacks; maintains focus and optimism in challenging situations; and adopts habits which maintain personal balance and wellbeing) - Demonstrates composure (i.e. displays a calm and composed approach and a sense of perspective in challenging situations)
<p>Self-aware and agile <i>Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people</i></p>	<ul style="list-style-type: none"> - Encourages feedback on own performance (i.e. actively encourages feedback on their leadership approach and/or work style from a range of sources) - Self-assesses (i.e. reflects self-critically to develop a strong awareness of their preferences, strengths and development needs) - Adapts approach (i.e. adroitly adapts their approach to optimise their effectiveness with new and different situations and people) - Shows commitment to development (i.e. sets challenging self-development objectives; takes action; and achieves gains on the areas targeted for development)
