

POSITION DESCRIPTION

Oranga Tamariki-Ministry for Children



**ORANGA
TAMARIKI**
Ministry for Vulnerable Children

Advisor Communications and Engagement: External and Portfolio Title:

Group: Communications and Engagement

Reports to: Stakeholder Engagement Manager

Location: Flexible

Direct Reports: Nil

Budget: No

OUR ORGANISATION

About us

We are 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're introducing 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 Māori and rangatahi.

POSITION PURPOSE

The purpose of this role is to lead communications and engagement projects internally and externally ensuring a clear flow of information and generating high quality, well informed content to enable Oranga Tamariki to achieve its mission.

Communications and Engagement will reflect Oranga Tamariki's aims of:

- always considering children first and foremost
- enabling best practice
- growing trusted relationships
- high aspirations for all children, particularly Māori.

Above all, our Communications and Engagement work will:

- create champions
- evidence change
- strengthen relationships
- grow public confidence.

The Stakeholder Engagement team provides communications, engagement and events support to help Oranga Tamariki make better informed decisions, grow community participation and ultimately do better for tamariki.

We do this through:

- Providing advice and support to map and coordinate our engagement
- Assisting staff to grow and maintain key stakeholder relationships
- Assist the planning and delivery of meaningful engagement activities including specific events
- Providing communications and engagement support for programmes, projects and portfolios including Youth Justice, Care, Transitions and Partnering for Outcomes.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Stakeholder Engagement	<ul style="list-style-type: none"> - Provide advice and material that successfully engages stakeholders - Undertake regular environmental scanning to keep up to date with political and social imperatives relative to the area of interest - Anticipate and respond to change as well as leadership and audience needs.
Communications	<ul style="list-style-type: none"> - Create and coordinate communications and engagement content, events and forums to increase stakeholder engagement, share information and evidence the changes Oranga Tamariki is creating with others.

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> - Identify good stories and bring them to life creatively leveraging all communications platforms to reach a wide range of internal and external audiences.
Event Management	<ul style="list-style-type: none"> - Support events, conferences and forum where the Leadership Team and key staff are attending - Provide attendees with material, including presentations, risk assessments and resources to ensure successful engagement - Create and share opportunities for two-way conversations to ensure views of audiences and stakeholders are accurately reflected back into the Ministry.
Projects and Portfolios	<ul style="list-style-type: none"> - Provide communications support for projects or for the portfolio you are working on - Collaborate with others through the life span of a project - Complete work on time, exceeding expectations. - Escalate issues that arise that require a managerial response with a 'no surprises' approach - Manage workflow in conjunction with your manager, by ensuring appropriate planning, prioritisation and re-prioritisation of work as required - Use measurement data to increase engagement and improve content - Provide assessment, reports and analysis of projects, which informs the overarching strategy of the C&E function.
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 Oranga Tamariki's operations - Perform any other duties as needed by Oranga Tamariki - 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's procedures, policies, guidelines, and standards of integrity and conduct - Commitment to the Treaty of Waitangi and respect and incorporate these into your work.

KEY RELATIONSHIPS

Internal

- Communications and Engagement colleagues
- All of Oranga Tamariki especially:
 - o Partnering for Outcomes
 - o The Tamariki Advocate
 - o Services for Children and Families
 - o Care
 - o Youth Justice
 - o Regional sites where our Communications and Engagement Advisors are based (Te Tai Tokerau, Auckland, Waikato, East Coast and Canterbury).

External

- Communications colleagues within Iwi, our partners and providers, advocacy groups.
- Other Government Ministries, Departments and entities.

QUALIFICATIONS & EXPERIENCE

Qualifications

- A tertiary qualification is preferred supported by industry experience of 4+ years.

Experience

- Proven experience in the Communications, Culture Building and Engagement or Media Management with a reputation for excellence
- Prior experience at creating content to support information
- Demonstrate experience at handling high pressure situations with calmness and professionalism.

Skills

- An understanding of underlying issues facing pēpē and tamariki Māori, with an understanding of te reo Māori and tikanga.
- Excellent communication skills, including the ability to creatively tell compelling stories
- Ability to fully integrate a broad range of communications and engagement initiatives, resulting in an effective, efficient and strategic work plan
- Sound risk assessment, and risk mitigation skills
- Ability to use discretion, exercise sound judgment, and successfully negotiate and influence
- Ability to self-manage and work as an effective member of a team
- Sensitivity towards diverse communities and all cultures.
- A sense of humour
- Love of cake.

