

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Chief Executive Advisor
Group:	Office of the Chief Executive
Reports to:	Director, Office of the Chief Executive
Location:	Wellington
Direct Reports:	Nil
Budget:	No

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a new 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'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 and rangatahi Māori.

POSITION PURPOSE

The purpose of the position is to support the work of the Chief Executive (CE) by providing direct and high level strategic, organisational and operational advice. The Chief Executive Advisor works directly with the CE, the Deputy Chief Executives (DCEs) and Director, Office of the Chief Executive (the Director) in a key trouble-shooting role, providing strategic quality assurance and risk management support. This includes providing assistance to the CE and the Director with special projects and ad hoc matters.

The Chief Executive Advisor provides insight and advice on a range of matters, facilitates effective solutions to urgent or ongoing issues, and maintains effective working relationships with people within the Ministry, Minister's Offices and other relevant government and non-government organisation.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Strategy Development and Planning	<ul style="list-style-type: none"> – Provide high quality insight and advice to the CE on a range of matters including strategic, organisational and operational issues to successfully deal with critical interactions as they arise – Coordinate, analyse, and research information, and generate responses advice and/or recommendations on reports and papers received by the CE and inform and brief accordingly – Maintain awareness and gather information both internally and externally to ensure the Ministry is up to date with government sector planning, outcomes and goals – Provide support to the DCEs and General Managers and take collective responsibility for the performance of the Ministry – Build knowledge of the key issues and work programmes that fall within the portfolio, including providing support and advice and early engagement with issues.
Leadership	<ul style="list-style-type: none"> – Positively communicate and lead and encourage the commitment of the Ministry's strategic direction – Develop and maintain a high standard of personal integrity in all matters and ensure that the office maintains high standards – Identify and manage organisational risks – Ensure adherence to Ministry policy and fiscal and statutory requirements – Ensure consistency and alignment between groups and promote solution seeking where there are legitimate differences – Contribute to the development and management of knowledge within the team – Model the principles of the Ministry and the expectations from the Code of Conduct – Keep up to date and ensure awareness of relevant issues and developments which may impact on the Ministry, alerting and advising the DCEs on how to respond, and what and when to escalate issues to the CE or Director – Undertake projects as required, on behalf of the CE.

Key Result area	Key Accountabilities
Quality Assurance	<ul style="list-style-type: none"> – Focus and encourage quality across the Ministry, and promote and support quality assurance practices – Ensure consistency and quality of the Ministry's responses to Ministerial requests – Develop and implement appropriate systems to ensure reporting requirements and monitoring tools.
Relationship Management	<ul style="list-style-type: none"> – Build and maintain key relationships at senior levels within the Ministry to enhance understanding and cooperation to achieve desired results – Ensure a highly collaborative approach in dealings across the Ministry, willing and able to provide 'tough advice' where required – Build, maintain effective working relationship and work cooperatively with key stakeholders to build effective networks and proactively identify and manage emerging issues – Contribute to building the strong reputation of the Office of the CE across the Ministry.
People Management	<ul style="list-style-type: none"> – Modelling the values and vision of the Ministry and the expectations from the Code of Conduct – Providing support, advice and mentoring to CE Advisors – Coordinating and leading to achieve set objectives – Contributing to team communication processes throughout the Office and group.
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 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 – Commitment to the Treaty of Waitangi and respect and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> – Chief Executive – Deputy Chief Executives – Members of the Leadership Team – Managers and staff across the Ministry
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External	<ul style="list-style-type: none"> – The Ministers' Offices – Central Agencies – External advisors and service providers
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QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> – Relevant tertiary qualification (and/or experience equivalent) – A clean, current driver's licence is essential.
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Experience	<ul style="list-style-type: none"> – Extensive experience in the public sector and/or in large service/community organisations – An understanding of the strategic issues facing the Ministry and the Government – Demonstrated senior experience within the Government Sector including advising on policy, service delivery, parliamentary processes, and Ministerial issues – Proven record of delivering quality work, including under tight time constraints – Proven record of working as an individual and in a team environment – Proven ability to work collaboratively and responsively in both government and non-government settings – Sound knowledge of the Government's direction, policy priorities, planning and budgeting processes – Experience of Cabinet and Ministerial processes and procedures, including providing advice on policy, service delivery, and parliamentary processes – Expertise in leading senior management teams in a complex and demanding environment – Knowledge of machinery of government and public sector processes and systems – Knowledge of Government planning and budget cycles.
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Skills	<ul style="list-style-type: none"> – Ability to identify risks and problems and work through solutions – Ability to and/or interest in guiding junior or new staff in the office – Proven leadership and decision making skills – Ability to manage complex working relationships with people at all levels within the Government, public and voluntary sectors and with community interest groups and networks in a discreet and confidential manner – Ability to work directly with senior managers – Ability to think at high strategic level and manage through conflict – Good communication skills – both written and oral – and ability to listen to instruction and follow-through correctly, including the ability to pass the intent of the instruction onto others in a context appropriate manner – Successfully negotiate and influence; facilitate positive outcomes from complex situations – Self-manage, use initiative and have the ability to work effectively as part of a team – Ability to generate confidence when dealing with the CE, Ministers
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In-Confidence

Offices, officials, senior managers, staff and clients.

Other requirements – Willing to travel to fulfil job requirements.
