

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Senior Advisor, Planning & Reporting
Group:	Partnering for Outcomes
Reports to:	Team Leader, Planning & Reporting
Location:	National Office
Direct Reports:	No
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

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 Senior Advisor, Planning & Reporting will be responsible for the development of a national investment plan for Commissioning and market building funding and ensuring that strategic planning for community funding aligns with the key outcomes and Strategic Investment Framework of Oranga Tamariki. The Senior Advisor will also support regional planning activities. They will also be responsible for the support and development of Advisors within the team.

The position will support the Team Leader in day to day operations of the team.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Investment planning and advice	<ul style="list-style-type: none">- Interface with commissioning and market building and other business lines to develop a robust investment strategy- Collate and analyse information to inform investment planning decisions- Facilitate the production of the consolidated Investment Plan, and evaluate the process for improvement- Contribute to the development and coordination of planning processes by providing effective planning and reporting advice based on monitored and measured information- Facilitate the production of the consolidated Investment Plan, and evaluate the process for improvement- Ensure all information communicated enables commissioning and market building to identify and meet the needs of communities and national providers- Contribute to the development and co-ordination of purchasing and costing social services that better meet the needs of tamariki.
Analysis and research	<ul style="list-style-type: none">- Identify, clarify and review internal and external stakeholder needs- Analyse results and reports on opportunities and risks and convey to stakeholders where appropriate- Collate, interpret and synthesise data and information and makes recommendations as appropriate- Providing analysis and advice as requested on commissioning and market building strategy, framework and processes- Assist in problem solving to ensure that results are consistent with process and desired outcomes.
Information and reporting	<ul style="list-style-type: none">- Assist in problem solving to ensure that results are consistent with process and desired outcomes- Professional guidance to stakeholders through the development of best practice operational policy, planning and techniques for investment planning- Provide sound and logical advice, information and support to regional staff as requested- Respond appropriately to requests for information or services

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- Review and update reports and memos as required
 - Write regular and ad hoc reports, as appropriate.

Relationship management

- Establish and maintain effective inter-personal relationships with commissioning and market building and external stakeholders
- Develop internal networks to ensure that full engagement takes place and that processes are well understood, particularly by those who are responsible for funding/contract management
- Ensure communications are easily understood and fully disseminated and all relevant senior managers/managers are fully updated and made aware of any risks to Oranga Tamariki
- Understand the Commissioning and market building strategy, framework and processes of Oranga Tamariki and represent this view when engaging with stakeholders, including sector representatives.

Leadership and Project Management

- Maintain a high standard of personal integrity and ethics in all matters and ensure Oranga Tamariki processes and protocols are followed
- Build and share knowledge, information and expertise with others
- Exercise sound judgement
- Mentoring of staff within the Planning and Performance Team
- Actively participate and where appropriate lead the development and operation of projects
- Lead substantial work programmes and initiatives for the Strategic Investment Framework across commissioning and market building
- Identify any investment risks, and ensures sound processes and systems are in place to manage those risks
- Take action to improve the capacity and capability of Commissioning and market building with regard to the Investment Framework both at national and regional levels.

Being part of the Oranga Tamariki team

- 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
- Commitment to the Treaty of Waitangi and respect and incorporate these into your work.

KEY RELATIONSHIPS

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| Internal | <ul style="list-style-type: none">- Planning and Performance staff and leadership team- Other commissioning and market building staff and Managers- Oranga Tamariki staff |
| External | <ul style="list-style-type: none">- Non-Government Organisations (NGOs) and providers of social services- Operational staff of other government agencies across the social spectrum- Project specific focus groups- Iwi/Māori interest groups; and Pacifica and other ethnic communities- Community, Iwi and cultural service provider organisations- Regional peak bodies, sector representative organisations and community forums. |

QUALIFICATIONS & EXPERIENCE

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| Qualifications | <ul style="list-style-type: none">- A degree level qualification relevant to the role is desirable- A clean, current driver's licence is essential. |
| Knowledge and Experience | <ul style="list-style-type: none">- Extensive experience in providing advice and support to Senior Management within the Public Sector- Extensive experience in management reporting of financial results and outcome analysis- Proven ability to work collaboratively and responsively in both government and non-government settings- Understanding of and involvement in a social sector setting and contracting of social service delivery in communities- Knowledge about the support and implementation of cross-agency approaches- Proven experience of managing complex relationships, both internally and externally- Demonstrated ability to stand apart from the immediacy of situations and take a broad or long-term view, foreseeing opportunities and developing workable solutions to problems- An understanding of the strategic issues facing the Ministry- Experience of prioritising in an often busy and complex environment and applying sound judgment when dealing with competing deadlines- A high level of computer literacy to include Microsoft packages |
| Skills | <ul style="list-style-type: none">- Ability to inspire and align others to vision and purpose of the |
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organization and team initiatives

- Sees ahead clearly, can anticipate future consequences and trends accurately, is future oriented
- Sets clear objectives and measures to monitor progress and results, Can be counted on to exceed goals and steadfastly push others for results
- Doesn't hold back on anything that needs to be said, provides current and direct feedback, faces up to people problems quickly and directly
- Can effectively cope with change, can decide and act without having the total picture, isn't upset when things are up in the air
- Easily gains trust and support of other groups/agencies, can quickly find common ground and solve problems for the good of all parties
- Has a wide ranging perspective that contributes to excellent decision quality.

Other requirements

- Willing to travel to fulfil job requirements.
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