

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Team Administrator
Group:	Tamariki Advocate, Voice of Children
Reports to:	General Manager, Voices of Children and Young People
Location:	National Office, Wellington

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

The Oranga Tamariki way of looking at the world 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.

PURPOSE OF POSITION

The purpose of the Tamariki Advocate, Voice of Children business group is to ensure the voices of tamariki and rangatahi are embedded in all Oranga Tamariki decision-making. We play a vital role in transforming the experiences of tamariki and rangatahi involved in the care system.

The Voices of Children and Young People team is based within the Tamariki Advocate Voice of Children Group and works to ensure tamariki and rangatahi involved with the care system are able to participate in decision making and have their voices heard, valued and acted on.

The purpose of this role is to provide high quality and efficient administration support to the General Manager of the Voices of Children and Young People team, and members of this team as required.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
<ul style="list-style-type: none"> - Management support - 	<ul style="list-style-type: none"> - Provide a high level of support to the General Manager, Voices of Children and Young People team. - Manage the diary and emails of the General Manager, Voices of Children and Young People team. - Bring urgent issues to the attention of the General Manager, Voices of Children and Young People team and the appropriate team manager. - Maintain confidentiality of documentation and information as required and as appropriate. - Arrange appointments, travel and events as needed - Support members of the Voices of Children and Young People team as required, particularly team managers.
<ul style="list-style-type: none"> - Team administrative support 	<ul style="list-style-type: none"> - Provide accurate and timely administrative support services to the Voices of Children and Young People team. - Provide back up to other administrative roles within the Tamariki Advocate Voice of Children Group as required. - Set up and maintain effective electronic and paper filing systems and procedures, and develop new systems as required to ensure quick access to information. - Photocopy, collate and distribute papers as necessary. - Book venues for meetings, workshops and focus groups arranging catering and necessary resources. - Arrange and update travel arrangements for staff and, where required, young people who work with the Voices of Children and Young People team. - Ensure office supplies, equipment and stationery are purchased and available as required. - Undertake one-off projects, including compiling and processing data where required.

IN-CONFIDENCE

	<ul style="list-style-type: none">- Provide administrative support for recruitment of staff including, where needed, ensuring paperwork is completed and resources such as furniture and computers are in place.- Meet and greet visitors and new staff and contribute to their induction programmes.
Secretariat support	<ul style="list-style-type: none">- Provide secretarial and administrative services as required, including co-ordinating meetings (scheduling meetings, organising resources, making travel arrangements, producing agendas, photocopying and delivering papers, attending meetings and taking minutes as required).
Event, seminar and conference planning support	<ul style="list-style-type: none">- Assist in the organisation, management and delivery of events, seminars and conferences, including finding venues, catering and travel/accommodation requirements.- Communicate with organisers and attendees as needed.
Administration services systems and procedures	<ul style="list-style-type: none">- Participate in developing and maintaining administrative processes, including improvements of administrative support and procedures within the Voices of Children and Young People team.- Coordinate with and assist other administrative staff so best practice is shared and overload situations are managed efficiently.- Operate all systems and procedures in a manner that meets Oranga Tamariki requirements.
Account / financial administrative support	<ul style="list-style-type: none">- Provide financial/budgeting administrative support to the General Manager where requested.- Input requisitions into the Oranga Tamariki purchasing system (KEA) when required.- Ensure receipts for personal expenses are accurately collated, recorded and submitted for reimbursement.
Documentation production –word processing and formatting	<ul style="list-style-type: none">- Support the team to produce documents of a high standard (including word documents, spreadsheets and presentation materials).- Respond to and compose letters, emails and other documents as required.- Assist with the production of reports and other documents as required.- Format documents to comply with the Oranga Tamariki style guide as required.- Assist teams to identify and use the correct Oranga Tamariki styles and templates.- Maintain confidentiality of documents and information as required and as appropriate.

IN-CONFIDENCE

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| Team and individual performance | <ul style="list-style-type: none">- Participate in developing and completing projects that include team members and others.- Contribute actively and positively to the team, with a 'can-do' approach.- Work with team members to help them achieve targets.- Identify your personal development needs. |
| 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 operations.- Comply with and support all health and safety policies, guidelines and initiatives.- Ensure all incidents, injuries and near misses are reported.- 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.- Incorporate commitment to the Treaty of Waitangi into your work.- Perform any other duties as needed by Oranga Tamariki. |
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KEY RELATIONSHIPS

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| Internal | <ul style="list-style-type: none">- General Manager, Voices of Children and Young People team- Voices of Children and Young People team members- Other administration staff within the Tamariki Advocate Group- All other staff within the Tamariki Advocate Group- Other Oranga Tamariki managers and staff |
| External | <ul style="list-style-type: none">- Service providers- Suppliers and contractors- Other government agencies- Young people who work with the Voices of Children and Young People team- Voices of Children and Young People team key stakeholders |

QUALIFICATIONS & EXPERIENCE

Experience

- Experienced in providing administrative and secretarial services.
 - Sound knowledge of general administrative functions and procedures.
 - Proven success in maintaining and improving office systems.
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Skills

- Ability to communicate appropriately with managers and staff, suppliers and other agencies.
 - Excellent ability to engage clearly and warmly with young people – being approachable, supportive, empathetic and accessible.
 - Excellent keyboard skills and knowledge of desktop computer applications including Word, Excel, Power Point and email.
 - Skilled in general administration functions.
 - Proactive problem solver who can work with people to achieve desired results with a minimum of effort and drama.
 - Honest and trustworthy, keeping information gained in this role confidential.
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