

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Advisor Enabling Communities & Investment
Group:	Tamariki & Whānau Services
Reports to:	Service Manager
Location:	As specified
Direct Reports:	Nil
Budget:	No

PUBLIC SERVICE PURPOSE STATEMENT

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

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.

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.

**The Oranga Tamariki
way**



POSITION PURPOSE

The purpose of this role is to engage with and support communities and providers at a regional and local level.

The emphasis is on:

- Supporting the development of an optimal mix of local and regional services through a strategic approach to the development of social services and communities
- Enhancing provider and community capacity and capability to respond to priority needs and improve outcomes for children, families and communities
- Negotiating, managing and monitoring contracts with providers against agreed funding plans
- Establishing and maintaining effective relationships with key stakeholders, internal and external to achieve optimal service outcomes
- Sourcing, collating and preparing information to inform funding strategies for the future
- Providing quality assurance and ensuring risks are identified and managed appropriately.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Strategic planning	<ul style="list-style-type: none"> – Provide input into the strategic direction for Tamariki & Whānau Services taking account of sector wide development, opportunities and constraints – Support regional and local consultation and planning forums to inform the development of the community funding plans – Actively contribute to the team's annual investment and planning process – Provide strategic support and planning advice to the Regional Manager and Lead Community Investment Advisor.
Community development	<ul style="list-style-type: none"> – Work cooperatively with the community to identify emergent needs and gaps in services and provide advice on service solutions – Facilitate the implementation of new initiatives, practice enhancements and systems – Facilitate community development by supporting and/or developing community and provider networks – Work with the Regional Manager and Lead Community Investment Advisor to prepare for and facilitate meetings – Meet with the community and as required, provide administration support at to other team members at meetings with the community – Support the Lead Community Investment Advisors with specific areas of work as required.
Team Contribution	<ul style="list-style-type: none"> – Contribute to forums and processes within Tamariki & Whānau Services, MSD and external forums as required – Build and maintain effective and collaborative relationships with internal and external stakeholders

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> – Contribute to the development of a positive and proactive team culture, actively participating in the team reaching its full potential – Build experience and competence in core practice and specialty in the administration of the role – Identify and pursue connections between own work and that of other team members including identifying where additional information and assistance that can be provided together – Help plan and issue the distribution of work to others; provide support, mentoring and advice to other team members, as required – Perform a wide variety of support and services to management including taking a lead in projects and significant pieces of work, as required.
Relationship management	<ul style="list-style-type: none"> – Build and manage relationships with key internal and external stakeholders e.g. Iwi relationships, community groups, local government, OT Programme managers and Regional representatives – Communicate and disseminate information relating to OT initiatives and local interagency projects within the Ministry and other key agencies – Support community stakeholders to participate in community planning and service development processes – Develop internal and external working and collaborative relationships, as appropriate.
Contract negotiation, management and monitoring	<ul style="list-style-type: none"> – In conjunction with Lead Community Investment Advisors, plan services to be funded and contracted – Negotiate allocated contracts with providers – Manage allocated funding and contracting activities within specified timeframes and budget limitations – Manage the implementation and monitoring of the contract and contract management functions, including expenditure associated with the contract – Monitor the services delivered and provide responses to monitoring reports including identifying risks and issues that require investigation – As directed, manage a particular speciality within the contracting sphere.
Reporting	<ul style="list-style-type: none"> – Collate and report on information, including trends, challenges and opportunities for the Ministry and other key stakeholders – Provide quality information related to contracting in response to Ministerial requests, Parliamentary questions, OIA and other stakeholders – As directed, assist in the administration, data collection and preparation of reports and presentations.

Key Result area	Key Accountabilities
Analysis and research	<ul style="list-style-type: none"> – Analyse and interpret funding and service provisions and community development data to inform recommendations and funding strategies – Communicate the findings of research and evaluation to key stakeholders so that they are aware of the wider issues around services that support families and communities – Identify opportunities for collaborative initiatives/projects.
Quality assurance and risk management	<ul style="list-style-type: none"> – Participate in peer critiquing of contracts developed by colleagues – Ensure risks are identified, minimised, monitored and managed throughout all relationships and processes – Advise the Regional Manager/Lead Community Investment Advisor on funding and contracting risk areas and emerging issues, and strategies to manage these.
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 – Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> – Lead Community Investment Advisor – Managers and staff across Māori Partnerships and Communities – Oranga Tamariki staff
External	<ul style="list-style-type: none"> – Other Government funders and providers of social services – Key community leaders, including local government – Contracted non-government organisations – Non-government funders and providers of social services – Community, Iwi and cultural service provider organisations – Regional peak bodies, sector representative organisations and community forums.

QUALIFICATIONS & EXPERIENCE

Position Description – Advisor, Enabling Communities & Investment

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Qualifications	<ul style="list-style-type: none">- A relevant tertiary qualification is desirable- A clean, current driver's licence is essential.
Other requirements	<ul style="list-style-type: none">- Willing to travel to fulfil job requirements.
Knowledge and Experience	<ul style="list-style-type: none">- A good understanding of what is required to work in the social/health/education sectors in the coordination or delivery of social services or funding programmes in a government agency or NGO environment- Relevant experience in what is required to work in government agencies with other key stakeholders in the social services sector including Iwi/Māori and Pacific peoples and their representative organisations- Significant experience in working with other government agencies, key stakeholders in the social services sector, Iwi/Māori and Pacific peoples organisations- A proven record of delivering consistent, high quality services in a team environment- Significant experience in assessing community funding needs and community planning, consultation and liaison- Understands governance arrangements and the public sector context within which Oranga Tamariki works, including key issues affecting the social service environment- Proven successful experience in risk assessment and project management- Demonstrable relationship building and interpersonal skills, with the ability to exercise diplomacy and discretion- Sound knowledge of relevant legislation affecting Community Investment contracts in New Zealand, including the Official Information Act and the Privacy Act- Established relationships with key media- Experience in dealing with community groups and providers at a local level.
Skills	<ul style="list-style-type: none">- Excellent verbal, written and interpersonal communication skills- Strong analytical skills – able to analyse data to determine key facts, trends and issues, and present robust analysis and conclusions- Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others- Strong problem solving skills – able to anticipate and resolve problems and make decisions based on sound risk management analysis- Strong relationship management skills – able to establish and maintain effective relationships with key stakeholders across the social services sector- Ability to facilitate meetings and deliver effective presentations

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- Proficient user of Microsoft computer applications including good skills in data analysis
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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