

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title: Assistant Site Manager
Group: Services for Children and Families (South)
Reports to: Site Manager
Location:

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 this role is to support the Site Manager in the:

- Delivery of high quality proactive care and protection services to families and ensure service delivery and practice are enhanced and risks are monitored and assessed effectively
- Management of the site's financial, staffing and asset resources
- Implementation and maintenance of nationally agreed protocols, processes and systems to enable full and effective delivery of services from the Site.
- Day-to-day management and leadership of the site.
- Management of key relationships with community and internal stakeholders.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Planning and Support	<ul style="list-style-type: none"> - Assist the Site Manager in ensuring the capability and capacity is in place to achieve outcomes for tamariki and rangatahi - Assist the Site Manager in identifying risks, including casework risks and escalate where appropriate - Support the Site Manager to contribute to the wider site business plan and develop and implement site plans in line with organisational and regional priorities - Ensure that client voice, professional practice and service quality are embedded in all activities - Ensure that the Professional Supervision Policy operates effectively as per the policy guidelines - Ensure that staff health, safety and security systems EAP Policies are operating within locations - Support the Site Manager in ensuring that performance measures, casework and quality indicators and standards are managed and met - Support the Site Manager to manage the effective use of contracted services in accordance with the Ministry's stated outcomes, national priorities and standard operating procedures - Respond to complaints in accordance with procedures and ensure Ministerials, Official Information Act and Privacy Act requests are managed in accordance with organisational standards.
Relationship Management	<ul style="list-style-type: none"> - Support the Site Manager to implement and maintain inter-sectoral collaboration between the site and other service delivery functions ensuring effective relationships with partner agencies, NGOs, community groups and contracted service providers - Develop, build and foster relationships with Iwi, Māori and Pacific Peoples and other client groups within service delivery contexts to ensure social work services are proactive, timely and appropriate - Foster internal relationships with Youth Justice, Care and Partnering for Outcomes to achieve well-being for tamariki and rangatahi
Reporting	<ul style="list-style-type: none"> - Support the Site Manager to regularly assess and report on site management practices and processes to ensure they continue to meet the needs of tamariki and rangatahi and identify and implement improvement opportunities as required - Report back on practice issues and themes to the wider leadership team

Leadership

- As a member of the management team, provide collective responsibility for the management and direction of service delivery performance and practice
- Ensure that activities, including health and safety for the site, comply with all relevant legislation and ethical and industry standards
- Undertake recruitment for the rural site
- Provide supervision, performance assessment and development plans for the Supervisor and Co-ordinators at the rural site Manage workflow in conjunction with the Site Manager, by ensuring appropriate planning and prioritisation of work as required, ensuring that priority work is completed to an appropriate standard
- Work on projects to support the wider site.

Being part of the Oranga Tamariki team

- Implement 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

- Other Services for Children and Families staff
- Youth Justice Managers
- Care Services
- Practice Leaders
- Regional Manager, Services for Children and Families
- Partnering for Outcomes
- Tamariki Advocate
- Office of the Chief Social Worker

External

- Independent advocacy service
- Caregivers
- Other key agencies, including Unions, Ministry of Health, the Ministry of Education, the Ministry of Social Development, Police and the judiciary
- Iwi and Māori organisations
- Other providers

QUALIFICATIONS & EXPERIENCE

Qualifications

- A relevant tertiary qualification is essential.
 - A social work qualification **and** current registration with the Social Worker Registration Board is desirable
 - A clean, current driver's licence is essential.
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Experience

- Experience in business planning, financial management, resource allocation and performance monitoring processes
 - Experience in process planning, including how to set up systems and process to ensure efficient service delivery with a focus on quality and risk management
 - Demonstrated ability to work in collaborative peer and other stakeholder relationships
 - Experience social services environment and the complexity of pressures that can impact on staff
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Skills

- Ability to lead and manage change
 - Ability to resolve problems and make decisions in a practical and straightforward way
 - Excellent verbal, written and interpersonal communication skills
 - Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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