

POSITION DESCRIPTION

Oranga Tamariki—Ministry For Children

Title:	Kaupapa Māori Family Homes Manager
Group:	Services for Children and Families
Reports to:	Regional Manager
Location:	As specified
Direct Reports:	No
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 position is responsible for the overall management and operation of Kaupapa Māori Family Homes across the Upper South region.

The role is responsible for:

- Strategic planning to drive the shift in the direction and operation of the Region's Kaupapa Māori Family Homes
- Developing and maintaining systems and processes for operating Kaupapa Māori Family Homes
- Leadership and support in the management of Kaupapa Māori Family Homes
- Promote quality improvement in the provision of Kaupapa Māori Family Home services
- Overseeing and supporting the Kaupapa Māori Family Homes' Site Safety Plan

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Strategic Planning	<ul style="list-style-type: none">- Assist or facilitate the Kaupapa Māori Family Home Advisory Board to develop a strategic plan to drive the shift to the operation of family home services as therapeutic placements for children and young people transitioning to Whānau, Hapū, Iwi- To assist in developing a range of Kaupapa Māori Tikanga and Kawa across each of the regions Kaupapa Māori Family Homes- Support the Site Managers in the implementation of the model
Develop Systems and Processes	<ul style="list-style-type: none">- Develop and implement systems and processes in support of the strategic plan including:<ul style="list-style-type: none">o A suite of everyday Kaupapa Māori etiquette that maintains and fosters strong rapport and trust with all Kaitiaki and Kaimahio Assist with the recruitment, support and training of family home parents and relievers – Kaitiaki and Kaimahio Coordination and administration of family home resources and supplieso To support the effective financial management of family home budgets in conjunction with the Regional and Site Managers
Manage Family Homes	<ul style="list-style-type: none">- Provide leadership and support in implementing the Māori model of care- Create an environment within which effective services can be provided and outcomes can be achieved- Ensure contracts with family home parents – Kaitiaki and relievers – Kaimahi are in place and maintained effectively- Provide information, support feedback, coaching and development to enable team members to perform to their maximum potential

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> – Provide the day to day support for the Kaitiaki and Kaimahi employed in Kaupapa Māori Family Homes as required
Stakeholder Engagement	<ul style="list-style-type: none"> – Develop and maintain relationships with Whānau, Hapū, Iwi, Marae – Develop and maintain strong relationships with the Kaupapa Māori Family Home Advisory Group – Have regard to Mana Tamaiti, Whakapapa and Whanaungatanga in the context of relationships and with all stakeholder engagements – Maintain an intergenerational lens with all stakeholder relationships
Quality Improvement	<ul style="list-style-type: none"> – Create resources/tools specific to the policies and procedures that underpin the operation of the Kaupapa Māori Family Home services – In conjunction with Regional Leadership, support measures to monitor progress in achieving outcomes – Promote continuous improvement through analysing data both internal and external – Contribute to the strategic thinking of Oranga Tamariki in relation to Kaupapa Māori Family Home operating models – Promote the use of Te Reo Māori and Kaupapa Māori approaches in relation to the Kaupapa Māori Family Home operating model
Key Collective Accountabilities	<p>As a senior manager in the regions structure this position has a collective responsibility for management and direction in terms of the regional service delivery performance of Oranga Tamariki, including:</p> <ul style="list-style-type: none"> – Provide peer support to other Managers and take collective responsibility for the performance of the region – Ensure consistency and alignment between groups and promote solution seeking where there are legitimate differences – Contribute to the discussion on and implementation of Regional operational management issues – Build the focus on quality within Oranga Tamariki and establish and support quality assurance practices. – Contribute and promote the regional leadership teams collective Tikanga
People Management	<ul style="list-style-type: none"> – Support the development and delivery of high quality services, support and advice to managers and staff – Maintain awareness around good and safe use of Tikanga and promote culturally safe practices – Manage workflow in conjunction with your Manager, by ensuring appropriate planning, prioritisation and re-prioritisation of work

Key Result area	Key Accountabilities
	as required, ensuring that priority work is completed to an appropriate standard
Leadership	<ul style="list-style-type: none"> - Future builder - help staff and the organisation navigate through this period of change - Actively consider ways of building or enhancing staff cultural competencies - Work with Leadership group to ensure cultural supervision for staff - People builder – develop people and identify talent - Deliverer - make things happen, with and through others - Steward - lead in a public service context, contributing to a better New Zealand - Understand and implement your obligations as a manager in Health, Safety and Security accountabilities - Ensure Health, Safety and Security policies and procedures are understood, followed and implemented by all employees. - Undertake professional development and learning opportunities to grow yourself as a Leader
Cultural Competence	<ul style="list-style-type: none"> - Recognise bicultural partnership in Aotearoa New Zealand and reinforce the values, rights and mana of Māori, underpinned by the principles of Te Tiriti o Waitangi - Ensure engagement with all participants is underpinned by cultural awareness, sensitivity, knowledge, skills and behaviours - Provide a range of ways for participants to engage with the feedback mechanism in a way that works for them - Commit to on-going development in cultural competence in working with Māori and other cultures - Demonstrate understanding of, and commitment to, our Māori cultural framework, Te Toka Tūmoana - Have a broad based understanding of Māori values and knowledge including the contextual background - Plan and conduct your work with appropriate reference to Tikanga and Kawa - Actively consider ways of incorporating and representing Te Ao Māori in your work. - Have an understanding of Te Tiriti o Waitangi and its importance to Māori - Have the ability, confidence and knowledge to navigate relationships with Manawhenua groups
Risk Management	<ul style="list-style-type: none"> - Identify any organisational risks and take action to minimise their impact - Maintain the cultural integrity of each Kaupapa Māori Family Home across the region

Key Result area	Key Accountabilities
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> - Actively prevent cultural inappropriateness - Escalate risks and propose appropriate action where necessary - Ensure that there are appropriate systems and processes in place to manage serious issues and risks - 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 Health Safety and Security 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 Te Tiriti o Waitangi and incorporate these into your work

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> - Regional Manager - Executive Manager/ Matua Kōkiri Māori - Regional Child Disability Advisor - Site Managers - Caregiver Recruitment and Support Manager - Youth Justice Managers - Practice Leaders - Service Brokers - Kairaranga - Social Work Supervisors/Social Workers - Other Regional staff - Residence Managers and staff - National Office Property team - Learning Capability and Development - Oranga Tamariki staff - Practice Advisors
External	<ul style="list-style-type: none"> - Whanau, Hapū, Iwi, Marae - Māori service providers - Community

QUALIFICATIONS & EXPERIENCE

Qualifications

- A relevant tertiary qualification
 - A clean, current drivers licence is essential
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Other Requirements

- Willing to travel to fulfil job requirements
 - Willing to drive the Ministry's vehicles for work
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Experience/Knowledge

- Proven successful experience in leading service delivery
 - Successful experience in managing stakeholder relationships
 - Knowledge of Māori processes and Tikanga and an ability to engage with Whānau, Hapū and Iwi Māori
 - Sound knowledge of government processes
 - Demonstrated ability to work in collaborative peer and other stakeholder relationships
 - An understanding of the needs of children in care, including behavioural management
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Skills

- 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
 - Strengths-based leadership, with the ability to collaborate with others, across the spectrum of the Ministry's functions, to achieve mutually agreed goals
 - Genuine desire to build an empowering and achieving work environment
 - Anticipation of potential problems and ability to seek solutions based on sound risk management analysis
 - Ability to influence and lead action in areas for which they have responsibility but not line management authority
 - Resilience and the ability to recover from setbacks and periodically work under pressure
 - Innovation and keenness to explore and evaluate new therapeutic and operational delivery practices and approaches
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