



POSITION TITLE: National Migration Development Manager

RESPONSIBLE TO: General Manager Migration

FUNCTIONAL RELATIONSHIPS: National Migration Team
Migration Programme Team Leaders
Key Community Stakeholders and
Government Stakeholders
New Zealand Red Cross Interdisciplinary
teams
National and Regional Refugee Community
Leaders

POSITION SUMMARY:

The National Migration Development Manager is a senior role in the National Migration team and is responsible to the General Manager Migration for ensuring the implementation and delivery of the Migration Programmes work plan.

This position is a fixed term position to provide additional management support during a period of development and change. This role will provide operational change support, creating project timelines and assisting with their implementation. This role will also undertake projects and initiatives as outlined in the work plan. Some of these programmes are focused on the implementation of programme delivery in new locations.

This role will be responsible for providing support to the local leadership in a small number of settlement locations and ensuring compliance to staff management best practices.

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KEY RESPONSIBILITY AREAS:

Project and Change Management

- Create project management plans for implementing of services and projects
- Provide coordination of projects plans
- Work with internal and external stakeholders to implement the project plans
- Coordinate staff training on new projects as required
- Support staff transitioning through change in collaboration with local managers, National Migration Team and People & Culture
- Progress identified national priority projects with a focus on national consistency and coordination
- Implement projects (already developed) for instance related to staff training, communications, engagement with Tangata Whenua and advocacy.
- Monitor annual work plans nationally and regionally

National Migration Team Collaboration

- Work with all support roles to ensure the coordination of regional – national partnership
- Actively engage in activities that develop praxis specialists in migration programmes management
- Undertake special migration projects as part of the National Team

Regional Partnerships

- Create and Implement working methods that encourage a one team culture in the region
- Liaise with the different regional portfolios to ensure an inclusive environment where every opinion is considered
- Maintaining a close working relationship with Area Council(s), ensuring that all plans and activities are aligned, and that members and staff are working together to help renew, inspire and utilise the membership base
- Provide the regional leadership team with support as required for high level **stakeholders' engagement and management**

Direct Line Management

- Provide the managers with relevant coaching, supervision and support to deliver the regional programme within the National strategy and stakeholders requirements.
- Ensure the regional team is being trained and developed through the performance appraisal system proposed by People and Culture.
- Support regional Team Leaders with Human Resources and financial processes
- Monitor and report financial metrics relevant to the delivery of the programme
- Ensure human resources best practices are implemented and referred to when circumstances require

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Staff Performance and Management

- Establish and agree on performance targets and outputs with direct reports
- Provide clear and supportive leadership to staff to enable them to contribute to the direction of New Zealand Red Cross to their full potential
- Provide support and direction for staff to enable them to achieve agreed goals, providing training and development initiatives which are relevant in improving performance and efficiency
- Oversee the planning, execution and supervision of projects undertaken by team members
- Maintain effective systems to monitor evaluate and report on the performance of team members

Health, Safety and Wellbeing

- Ensure workers are informed of and understand the Health Safety and Wellbeing requirements to be followed and are adequately trained to carry out their work safely
- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents, including near misses
- Promote good health, safety and wellbeing practice and monitor this in your area of work
- Provide opportunities and empower workers to be actively involved in the management health, safety and wellbeing in the workplace
- Take responsibility for your personal health, safety and wellbeing and that of others, by not knowingly putting yourself or others at risk
- Follow all safety and wellbeing procedures and instructions advised to you
- Report incidents, including near misses, promptly for investigation
- Actively deal with and /or report unsafe practices, actions and / or conditions for prompt attention
- Actively participate in the management of health, safety and wellbeing in your workplace and bring any concerns or suggestions to the attention of your manager and/ or health safety and wellbeing representative

DELEGATIONS:

Staff Management

Number of direct reports	Up to 4
Number of staff reporting to direct reports	Up to 20

Delegations

Financial Delegations	3
Employment Related Delegations	3

Note: The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

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It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of New Zealand Red Cross. Any changes will be mutually agreed.

It is inherent in all areas of Red Cross work that staff are required to apply and uphold the Principles of Red Cross Red Crescent.

PERSON SPECIFICATION:

Qualifications:

- A relevant tertiary qualification in social services or management

Experience/Competencies

The appointee would be able to demonstrate:

- Proven experience in a large not-for-profit or service delivery organisation, with a good understanding of the internal and external environments for such organisations in New Zealand
- Project management experience – at a national project scope level
- Change management experience – including national level, multiple staff, multiple stakeholders
- A successful track record of leadership in large NGO humanitarian service delivery or similar environments, ideally working with vulnerable migrant groups
- An articulate and passionate communicator able to influence and build good relationships with a wide range of audiences using a variety of media, especially boards, senior managers and external stakeholders
- Extensive successful experience implementing best-practice human resource management, planning processes, and financial management, across a large and diverse workforce that included volunteers.
- Proven experience in positively influencing the culture of large, widely distributed multi-disciplinary organisation
- Empathy with humanitarian causes
- Be enthusiastic and commit to work as a team member of Red Cross.

A commitment to the Fundamental Principle of the International Red Cross Movement is imperative.

Travel

The appointee must be able to travel.

Driver's Licence

A current motor vehicle driver's licence is essential.

APPROVED:

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Authorised signature:	
Name:	Niamh Lawless
Position:	Secretary General
Date:	