

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Manager Risk and Assurance
Group:	Corporate Services
Reports to:	General Manager Governance and Assurance
Location:	Wellington
Direct Reports:	Yes
Budget:	Yes

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.

The Oranga Tamariki way

We've introduced 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 Risk and Assurance team provides independent and objective assurance, consulting and risk advisory services to assist Oranga Tamariki management to deliver on its strategic priorities and meet its accountabilities. This is achieved by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, internal control and governance processes within Oranga Tamariki.

The Manager Risk and Assurance is responsible for developing and leading a team of trusted advisors with a balance of skills in risk management and assurance.

Establishing and putting in place the frameworks and tools that set the expectations around risk management and assurance within the Ministry is a key priority. As the team and function evolves, the balance of focus will shift to the delivery of advice to the leadership team and business units.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Strategy, Frameworks and Standards	<ul style="list-style-type: none">– Develop and embed of risk management and assurance frameworks, processes and tools within Oranga Tamariki to ensure there is an effective system of internal control– Review and update or amend frameworks and tools to ensure they align with best practice and the operating model and strategy of the organisation– Report to and support the independent Risk and Assurance Committee of Oranga Tamariki (working with the Manager Governance)– Key point of contact for the Office of the Auditor-General, and work with Funding and Performance to support the work of and relationship with our external auditor.
Risk Analysis and Management Services	<ul style="list-style-type: none">– Facilitate the identification, analysis and monitoring of organisation level risks, and co-ordinate reporting on these and emerging risks to the Leadership Team, and Risk and Assurance Committee– Use risk analysis to confirm the Leadership Team's risk appetite, and ensure this is reflected in the Ministry's policies and guidance and risk mitigation plans– Monitor and report on the Ministry's risk profile.
Assurance Services	<ul style="list-style-type: none">– Develop and maintain a map of Ministry assurance activity, and ensure appropriate monitoring and reporting on overall assurance activity– Commission and/or undertake assurance work as per the agreed Assurance plan– Support investigations or advisory engagements commissioned by the Chief Executive or Deputy Chief Executives; this may include the ability to undertake investigations or engagements of a sensitive nature

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> – Report to and support the Chief Executive to ensure there is an effective system of internal control operating in Oranga Tamariki
Advice, Support and Capability Development	<ul style="list-style-type: none"> – Provide expert advice to the organisation on risk management practices and assurance arrangements – Develop training for Oranga Tamariki managers and senior leaders on risk and assurance responsibilities – Build capability across Oranga Tamariki that supports effective risk management practices and assurance arrangements.
Stakeholder Engagement and Relationship Management	<ul style="list-style-type: none"> – Identify, plan and manage key relationships to support operational delivery, within agreed timeframes – Consult and work proactively with stakeholders – Educate and influence change behaviour – Develop and maintain an extensive network of contacts and partnerships with key stakeholders, service providers and community groups – Maintain strong interagency relationships to support the achievement of the organisation's Health, Safety and Security objectives – Engage effectively with iwi, Māori and Pasifika.
Resource Management	<ul style="list-style-type: none"> – Plan, control and report on the operational budget – Comply with all relevant financial management systems and delegations, and with the Public Finance Act – Oversee and manage contracts for risk and assurance services delivered by third party providers and ensuring appropriate review mechanisms are in place – Comply with all financial, ethical and other requirements expected of senior public servants.
Continuous Improvement	<ul style="list-style-type: none"> – Foster a culture within the organisation that will allow risk and assurance to become a trusted advisor that supports the organisation in achieving and delivering on its strategic priorities – Identify and champion improvements to risk and assurance processes and systems – Develop and conduct evaluations of the risk and assurance policies, frameworks, processes and tools to ensure effectiveness and efficiency.
Leadership and Management	<ul style="list-style-type: none"> – Lead a team of risk and assurance practitioners to provide independent and objective risk and assurance services which are designed to add value and improve operations of Oranga Tamariki – Future builder - help staff and the organisation navigate the future – People builder – develop people and identify talent – Deliverer - make things happen, with and through others

Key Result area	Key Accountabilities
	<ul style="list-style-type: none"> – Steward - lead in a public service context, contributing to a better New Zealand – Understand and implement your manager Health, Safety and Security accountabilities – Ensure health, safety and security policies and procedures are understood, followed and implemented by all employees – Maintain representation at Public Sector Risk and Assurance Forums and conferences as necessary to remain current in all risk and assurance practices – To stay well informed of legislative and regulatory changes in health, safety and security. – Demonstrate leadership in risk and assurance by modelling self-behaviour.
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"> – Oranga Tamariki Leadership Team, and governance groups – Risk and Assurance Committee of Oranga Tamariki – Governance and Assurance group – Funding and Performance – Project management office – Oranga Tamariki business units and staff
External	<ul style="list-style-type: none"> – Service providers including the Ministry of Social Development's Risk and Assurance team – External Auditors – Members of the Public Sector Risk and Assurance Forums Other Government Ministries, Departments and entities

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none">– A tertiary qualification in a relevant discipline, or knowledge gained through relevant experience– A member of a relevant professional body is desirable– A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles.
Other Requirements	<ul style="list-style-type: none">– Current government security clearance is desirable. Appointment to the position will be dependent on the person being able to obtain this clearance.– Willingness to travel within New Zealand to fulfil the requirements of the role.
Experience	<ul style="list-style-type: none">– Previous experience in assurance, audit management or risk management at a senior level including the effective management of resources and an interest in training and education of risk and assurance staff– Demonstrated people management experience in leading high performing teams– Demonstrated skills and experience in the promotion and education of risk and internal control management practices at all levels of an organisation and the ability to assess risks associated with assurance related assignments– Experience in the use of project management practices– Demonstrated experience in advising and supporting people at all levels of large complex organisations– Ability to facilitate the resolution of complex problems– Drive the changes needed to create a new organisational culture.
Skills	<ul style="list-style-type: none">– Highly developed organisational skills – able to manage a busy and diverse workload and deliver high-quality outcomes in tight timeframes– Excellent attention to detail, both written and numerical, and commitment to quality– Excellent relationship management skills – able to establish, build and maintain effective working relationships at all levels of the Ministry, as well as with key stakeholders– Strong leadership skills and motivation skills – able to lead and motivate a team towards the achievement of goals, understands leadership styles and their influence– Strong commitment to attaining goals – target driven, generates new ideas, seeks solutions to problems before being asked, takes action that goes beyond solving the immediate problem– Strong problem resolution and decision making skills – able to clearly identify problems, seek alternative solutions, identify risks and benefits, seek input from others and make sound decisions based on these considerations– Highly developed numerical, research and strategic thinking

skills and the ability to successfully analyse information and draw conclusions including problem structuring and resolution skills

- Proven analytical skills including the ability to assess risks associated with assurance/audit related assignments and to successfully analyse information and draw conclusions
 - Excellent interpersonal skills – able to adapt these to suit the needs of the audience, able to influence others to accept ideas/strategies
 - Understanding and appreciation of cross cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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