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| Senior Administrator Risk, Assurance and Governance |

## About us

The Social Investment Agency is a central agency, set up to lead the social investment approach to improve people’s lives and to support the Government to achieve better outcomes from social service expenditure. Social investment involves using data to understand people’s needs and the best prevention points, implementing evidence-based approaches to improving outcomes, and testing that they’ve been successful. The Agency has a particular focus on cross-sector work to address the most pervasive social sector challenges.

### Our values – how we do things around here



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| **Tāngata** We’re about people | **Manawa Māui** We are a catalyst  for change | **Taunakitanga** We influence through evidence | **Puaretanga** We’re transparent by nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop and deliver services. | We challenge  the status quo constructively and seek better ways  of doing things. | We use evidence  to influence  positive change for New Zealanders. | We will share what we’re doing, how we’re doing it, and what we learn |

## About working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa   
i āianei, 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 hapori, 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.

## About the position

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| The purpose of this position | |
| The role of Senior Administrator provides support to the Risk, Assurance and Governance Team, ELT and the Board. | |
| Team and location | Transformation, Technology and Enabling Services |
| Reporting to | Manager Risk, Assurance and Governance |
| Salary band | Band 13: $61,753 - $87,180  Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $61,753 - $72,650. |

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| What you will do to contribute |
| **Governance support**   * Provide administration and coordination support to ELT and Board meetings, including: * Organising and scheduling meetings including venue booking, technology setup, and travel arrangements * Preparing agendas and collecting, collating, and distributing documents * Taking and distributing minutes. * Acting as a point of contact for ELT and the Board. * Providing administrative support services to ELT and the Board. * Assisting in providing advice on governance practices (specifically relating to ELT and board support processes and meeting protocols). |
| **Risk support**   * Provide administrative support to the Manager Risk, Assurance and Governance to help ensure compliance with standards, regulations and laws. * Assist in providing advice on governance practices (where it relates to risk management frameworks). * Operate all systems and procedures in such a manner as to meet SIA’s requirements (including risk-related systems/processes). |
| **Assurance Support**   * Produce reports, presentations and other documents to a high standard to support the efficient functioning of the Risk, Assurance and Governance team. * Provide administrative support services to the Risk, Assurance and Governance team in a timely and accurate manner. * Collaborate with other administrative support staff so that best practice is shared, and overload situations can be managed efficiently. * Work closely with the Executive Assistants to provide quality support services * Take responsibility for meeting the Agency’s obligations in workplace health and safety. |
| **Risk Management**   * Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary. * Ensure that analysis, data and information supplied is accurate and verified. |
| **Health and Safety**   * Take responsibility for meeting the Agency’s obligations in workplace health and safety. |

## About you – what you will bring specifically

### Experience and knowledge

* Demonstrated experience working across a range of administration and coordination activities.
* Experience providing support to senior managers.
* Knowledge of risk management and governance desirable.
* Competent working knowledge and experience of Microsoft Office suite, particularly Teams, Word, PowerPoint, Excel and Visio
* Capability to manage a varied workload and respond to changing priorities in a positive way.
* The ability to effectively prioritise and schedule work to meet competing deadlines and maintain the quality of services delivered.
* The ability to work in a team environment, be adaptable, and cope with continuing change.
* Demonstrate initiative in addressing issues and problems arising in the role.
* Good technical understanding of IT processes and systems.
* An understanding of the workings of central Government - the role of Parliament, Ministers and public service agencies is preferable.

### Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.
* Knowledge and understanding of Mātauranga Māori and tikanga.

### Capabilities

* Implements strategy – aligns their work with strategic objectives and the Agency’s vision.
* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds internal relationships – contributes to their team, works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work, and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

### Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.