# Ministry of Social Development logo

# Risk Specialist, Te Pae Tawhiti

# Business Integration

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## 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.

## The outcomes we want to achieve

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| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

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| --- | --- |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

Business Integration Team and the Te Pae Tawhiti Programme Office, Risk Specialist

Te Pae Tawhiti – Our Future is about the Ministry’s (MSD) future role and how we can make a bigger and better difference for New Zealanders. Te Pae Tawhiti transformation programme will deliver services that are easier, more accessible and integrated across employment, housing, and income support with greater use of partnering. The programme will also modernise our technology, data, and information to support this business change.

Achieving our Te Pae Tawhiti vision will be a six to eight year journey for MSD. To ensure we are responsive and can adapt to the wide range of changes, we are adopting an iterative, agile approach to the development of this case, and to delivering the initiatives and actions detailed within it. The programme has been grouped into timeframes called ‘Horizons.’ We are currently working in Horizon 0 (until 30 June 2022).

Overview of position

The purpose of this position is to support our Business Integration team and the Te Pae Tawhiti transformation programme office in the application of the Ministry’s (MSD) Risk Management Framework.

You will play a key role in supporting and ensuring a consistent application of the MSD’s Risk Management Framework and approach within the business change areas. You will be required to proactively support the day-to-day risk management activities of business change leads, understand and analyse risks to enable reporting on key themes and provide a view on the appropriateness of controls and mitigation implementation.

The focus will be on ensuring that quality and consistent risk management practice is taking place and applied. You will do this by:

* supporting staff to identify and assess risks by facilitating risk workshops;
* ensuring that staff are following a robust process using MSD standards, guidelines, tools and
* templates in-line with best practice; and
* encouraging a culture which is risk aware.

As part of the MSD’s Risk Management approach, you will be responsible for managing several relationships to ensure that the Risk Advisory Team remain well connected with the Business Integration and Transformation Programme.

### Location

National Office, Wellington

### Reports to

Team Manager Risk Services, Workplace Integrity

## Key responsibilities

### Risk Management Framework

* Maintain a very good understanding of MSD’s risk management approach and what is considered best practice
* Provides input and support to the improvement of MSD’s risk management framework
* Contribute to the development of a risk-based programme that supports delivery of the Government and Ministries priorities
* Embed and integrate the risk management framework
* Promote and ensure consistent application of MSD’s risk management framework and approach
* Facilitate workshops to extract good quality risk information
* Support the maintenance of the risk and issues management strategy (RIMS) for the Programme.
* Champion best risk management practice, through leveraging off relationships and effective role modelling
* Support the escalation of any new, emerging or significant risks to the appropriate level of management
* Support Risk Management and reporting process by performing analysis on information included in the MSD’s risk registers which will inform risk updates and decision making
* Administer risk and issue management processes and procedures in alignment with the MSD Risk Management Policy and Framework.
* Coordinate risk/issue management information to support escalations and decisions to PAG and TIC to agree mitigation and contingency actions
* Coordinate and support the risk and issue reporting process

### Relationship Management

* Excellent relationship and interpersonal skills with an ability to establish rapport, build and maintain relationships at all levels of MSD
* Support and encourage all staff to maintain and update relevant information about risks that impact on the MSD achieving its objectives
* Manage relationships to ensure the Risk Services Team has adequate coverage and knowledge that risk is being identified and managed
* Provide timely and relevant risk updates and reports to key stakeholders
* Actively discuss and influence as appropriate regarding controls and mitigation strategies that manage risk
* Maintain effective communication internally with colleagues
* Support stakeholder engagement for managing risks and issues

### Training and Education

* Co-ordinate and deliver MSD’s risk management training and awareness programme to improve risk capability
* Identify capability improvement areas and develop effective solutions aimed at building risk capability
* Improve the general understanding of the MSD’s risk management approach across MSD Business Change.
* Educate and coach programme team members on application of MSDs Risk and Issue Management Framework in an Agile delivery environment.
* Support the embedding of a risk aware culture.

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

* Relevant tertiary qualification desirable or equivalent operational experience
* Proven experience in risk management
* Demonstrate skills and experience in the promotion and education of risk management practices at various levels of an organisation
* Demonstrate the ability to facilitate, train and educate staff
* Demonstrate knowledge, understanding and experience in providing advisory services relating to risk, controls and mitigation strategies
* Demonstrate knowledge and experience in successfully analysing complex issues to assess risks and issues
* Comfortable providing quality independent advice based on evidence and analysis
* Ability to manage multiple tasks and prioritise within a given timeframe
* Understanding of the government and public sector environment, systems, processes and strategic issues facing government and the MSD.

## Attributes

* Excellent relationship management and inter-personal skills with an ability to establish rapport, building and maintaining relationships at all levels across MSD, including senior management and across the sector and organisational boundaries
* Strong influencing skills where you are able to lead and motivate staff towards the achievement of objectives, able to influence others to obtain buy in or accept ideas and strategies.
* Excellent communication skills with highly developed listening, questioning and facilitation skills and an ability to persuade and encourage others to act
* Well-developed analytical and strategic thinking skills, with the ability to successfully analyse information to assess risk, control, mitigations and the wider context to draw valid conclusions including problem definition and resolution skills
* Ability to work under pressure and effectively deal with a fast-changing, ambiguous environment, deal with multiple priorities and meet tight deadlines
* Work effectively and collaboratively in a team, welcomes and values diversity and contribute to an inclusive working environment where differences are acknowledged and respected
* Develop and maintain a high standard of personal integrity in all matters and contribute to the maintenance of high standards
* Flexible, adaptable, pragmatic and maintains objectivity and fairness
* Is self-aware and displays learning agility, seeking new experiences and learning.

## Key relationships

### Internal

* Workplace Integrity, Risk Services Team
* Te Pae Tawhiti and Business Integration Management
* Senior Management
* Portfolio, Programme and project managers
* Te Pae Tawhiti and Business Integration Team staff
* Workstream Leads
* Business unit staff

### External

* Professional Risk Management Associations
* Other Government Agencies as required

## Other

### Delegations

* Financial – No
* Human Resources – No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited ad hoc travel may be required