

Manager Risk, Assurance and Governance

# About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and

more effectively to improve the lives of New Zealanders.

**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 Manager Risk, Assurance and Governance is accountable for identifying, assessing, and managing risks within SIA and SIF. This role leads the development and implementation of risk management frameworks and assurance processes and ensures SIA and SIF are compliant with regulations and internal controls. This role is accountable for completing risk assessments, developing risk mitigation strategies, providing risk advice and delivering accountability processes to the ELT and ensuring the effectiveness of internal audits. This role manages the governance function through delivery of robust governance practices and compliance with internal and external regulations. | |
| Team and location | Strategy and Performance |
| Reporting to | Director Enabling Services |
| Salary band | Band 20: $167,790-$236,880  Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $167,790- $197,400. |

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| **What you will do to contribute** |
| **Strategic Leadership**   * Proactively lead the Risk, Assurance and Governance function for SIA and SIF. * Develop and implement performance deliverables for the Risk, Assurance and Governance team which   meet SIA and SIF demand and align with the Agency’s strategy.   * Provide change leadership to ensure the team evolves in a way that enables it to respond effectively and   efficiently to its changing environment.   * Support the Director Enabling Services with the design, implementation and ongoing development of transformational activities and programmes of work on behalf of SIA and SIF. * Measure and report on delivery, demonstrating how the team’s work supports the Agency’s strategy. * The Manager Risk, Assurance and Governance is also the Chief Privacy Officer (CPO) and is accountable for ensuring that SIA and SIF comply with Privacy obligations and legislation. |
| **Risk Management**   * Proactively lead the Risk, Assurance and Governance function ensuring risks are successfully identified, assessed and managed within SIA and SIF. * Lead the development and delivery of an integrated risk strategy to protect SIA and SIF during a time of change. * Lead the development, implementation and maintenance of risk management policies and frameworks. * Responsible for Integrity management across both entities including the review, analysis and development of safeguards to combat breaches of integrity. |

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| * Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary. * Contribute to the management of financial risk and fraud detection. * Monitor risks, ensuring approaches and practices for monitoring and mitigating risk are fit for purpose. * Ensure SIA and SIF are compliant with regulations and internal and external controls. * Act as a trusted advisor across the Agency, providing education and raising awareness in the management of risk. * Develop and maintain mechanisms for reporting risk. * Ensure that analysis, data, and information supplied is accurate and verified. * Lead the risk and assurance forum. * Ensure the Agency is prepared in the event of a disaster. |
| **Internal Audit**   * In conjunction with the Director Investment Strategy and Performance, develop and deliver the annual assurance plan. * In conjunction with the Director Investment Strategy and Performance, lead internal audit functions, including reviews, tracking and analysis. |
| **Governance**   * Proactively lead the governance function for SIA and SIF. * Develop and deliver robust governance practices ensuring compliance with internal and external regulations. * Manage Select Committee Reviews. * Manage the Senior Administrator and their provision of Secretariat support to the Board. |
| **Accountability documentation**   * Lead the development and delivery of key accountability documentation e.g. the Strategic Intentions document, governance, and select committee responses. |
| **Additional Support Functions**   * Manage the relationship with the Agency’s CISO provider, ensuring the delivery of effective service. |
| **People management**   * Provide guidance, coaching, and development opportunities to the team, while managing recruitment and onboarding to strengthen team capabilities. * Oversee the team’s work programme, ensuring delivery aligns with Agency goals and make   adjustments as needed.   * Ensure the team meets performance expectations and is respected for their expertise and delivery, fostering a culture of accountability. * Manage resource allocation, balancing workloads to ensure the team is equipped to meet Agency priorities efficiently. |

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| **Risk management - general**   * 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 SIA’s obligations for workplace health and safety. |

**About you – what you will bring specifically**

**Qualifications**

* Relevant tertiary qualification

## Experience and knowledge

* Significant experience working in a senior risk management role.
* Experience working in a senior governance role.
* Experience managing a risk and governance function in a changing environment.
* Proven experience leading a high-performing team, ideally in the government sector.
* A deep understanding of the principles of best practice communications, messaging, and engagement.
* Experience in managing and mitigating risks, delivering advice, and influencing others.
* Experience in working under pressure to deliver high quality advice and support within tight timeframes.
* Politically savvy.
* Strong relationship management skills with experience in leading delivery of cross sector pieces of communications and engagement.
* An understanding of the principles of Te Tiriti o Waitangi.
* Proven and sound interpersonal skills.
* Results-oriented and ability to work to changing deadlines

## 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.

## Capabilities

* Implements strategy – aligns their work with strategic objectives and SIA’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 relationships – builds internal relationships by contributing to their team, working collaboratively with others across the organisation and taking 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.