**Tumu Whakahaere Mōrea Tūturu**

## Manager, Risk and Assurance

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|  | **Te Puni:** | Te Puni Tautoko Whakahaere - Organisational Support |
| **Reports to:** | Manahautū Tuarua Te Puni Tautoko - Deputy Chief Executive Organisational Support |
| **Location:** | Tari Matua, Te Whanganui a Tara - National Office, Wellington |

**ORGANISATIONAL STATEMENT**

The Te Puni Kōkiri approach to development and wellbeing is reflected through Te Ohu Whanake – sowing the seeds of development. It is an approach that seeks to:

* Create a solid platform of community-based relationship and engagement with whānau, hapu and iwi;
* Improve outcomes by focusing on Māori aspirations, and on opportunities and innovative ways to accelerate development;
* Position government to be an enabler and a partner, empowering Māori choices; and
* To create equity and equitable outcomes in an environment in which Māori can succeed, both here and abroad.

***Thriving Whānau*** *is our vision****.***

Whānau development and whānau-centred approaches sit at the centre of our policies,

activities and initiatives.

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*

We strive for excellence and we get results.

We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*

We act with integrity and treat others with respect.

We are caring, humble and tolerant.

We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative*

We test ideas and generate new knowledge.

We learn from others and confidently apply new knowledge to get results.

**Te Puni Statement**

To ensure we can delivery on our priorities the Organisational Support Te Puni supports Te Puni Kōkiri to be match-ready through our:

* People Development (delivering on our Hoa Mahi experience)
* Business Systems that are effective, efficient and responsive
* Assurance and identification and management of risk

This done by providing the processes, systems and advice that enables the organisation to operate effectively, including:

* Information & Technology Services
* Finance & Procurement
* Communications
* Strategy & Planning
* Risk & Assurance
* Legal Service
* Human Resources & Capability
* Ministerials & Business Support
* Project/Programme Support
* Asset & Property Management

Job Description Updated & Certified: Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PURPOSE**

The Manager, Risk and Assurance provides independent and objective assurance, audit and risk management and advisory support to assist the leadership of Te Puni Kōkiri to deliver on its priorities, key areas of focus and organisational oversight. This is achieved by educating and supporting managers to embed the risk and assurance management framework and guidance.

The Manager works with all Te Puni Kōkiri managers so they can understand and deliver against their risk management obligations.

The Manager is responsible for:

* Maintenance of the organisational risk register and reporting against the issues.
* Developing and leading the assurance and audit work programme.
* Establishing and implementing frameworks and tools.

The Manager provides advice and support to the Independent Audit and Risk Management Committee, including regular engagement with the Chair to set future agendas and follow up on requests.

Member of the Governance group responsible for Protective Security, Privacy and Health and Safety programme delivery.

**DIMENSIONS AND DECISION MAKING AUTHORITY**

**Range of Influence**

Managers are accountable for overseeing a range of work across the Ministry and for managing a strategic overview of the work in their areas, ensuring it is aligned to the Te Puni Kōkiri plans and focus areas. It is expected that the Manager will work closely with all managers and staff to deliver of work expectations.

**Leadership**

Manage one Senior Advisor, and supporting external contractors as required.

As a member of the leadership team for the Organisational Support Te Puni, the manager together with the Deputy Chief Executive and other managers is responsible for the overall leadership of the Te Puni.

**Financial**

Managers are responsible for the financial management of their work areas including the process of setting and annual budget for their area and then monitoring progress and reporting against that budget.

Exercise delegations to Level 3 ($200,000 for departmental contracts and transactions).

**Human Resources**

Manager are responsible for ensuring they meet their obligations in terms of the Te Puni Kōkiri Employment Agreements, Human Resources policies and procedures and Good Faith obligations under Legislation.

Exercise delegations in accordance with the Ministry personnel delegations policy and schedule.

**Health and Safety**

To display a commitment to, and demonstrate an understanding of, Te Puni Kōkiri Health and Safety policies and procedures in order to promote healthy and safe work practices and a safety culture.

**SPECIFIC ACCOUNTABILITIES AND DELIVERABLES**

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| Leadership and management | * Develop and lead the risk and assurance team (including external providers) to deliver high quality and influential results. * Provide leadership that engages and motivates others to succeed and develop, and foster an open, collaborative environment that encourages quality, innovation, ongoing learning and knowledge sharing. * Effectively manage team performance by setting clear and stretch objectives, measuring and monitoring progress and results and providing regular feedback. |
| Risk Management – relationship and functional leadership | * Support the independent Audit and Risk Management committee, through engagement with the Chief and Te Puni Kōkiri Chief Executive. * Contact point for the Office of the Auditor-General and Audit NZ (in partnership with the Chief Financial Officer). * Provide advice and support to the Te Puni Kōkiri Executive Team on the risk appetite, identification and mitigations. * Provide assurance to the Executive Team and other leaders over specific areas or programmes. |
| Strategy, Frameworks and Capability development across Te Puni Kōkiri | * Ensure that all managers and staff have a robust understanding of Te Puni Kōkiri’s risk management approach and their obligations within it. * Develop and embed risk management capability including the provision of frameworks, information, tools and training support as required. * Review and update or amend frameworks and tools to ensure they align with best practice and the values, operation model and strategy of Te Puni Kōkiri. |
| Delivery of an audit, assurance and risk work programme | * Development and delivery a multi-year risk and assurance work programme. * Commission and/or undertake risk and assurance work, including appropriate planning, resourcing allocation and organisation of work. * Ensure appropriate governance and reporting mechanisms are exercised. * Ensure engagement with internal and external stakeholders is sufficient and effective. * Champion and promote innovation. * Support (or conduct) investigations commissioned by the Chief Executive or Deputy Chief Executives; this may include investigations of a sensitive nature. |
| Stakeholder relationship management | * Identify, plan and maintain key relationships internally to support delivery and implantation and raise awareness of the benefits of assurance. * Ensure consistency and alignment between different teams in Te Puni Kōkiri. * Create and manage constructive working relationships with peers across the state sector to drive results in Te Puni Kōkiri areas of focus. |
| Collective leadership | * Participate collaboratively as a member of the Te Puni Kōkiri senior leadership team. * Contribute beyond core subject areas to enhance overall effectiveness of Te Puni Kōkiri. * Communicate a shared view of Te Puni Kōkiri’s strategic intentions. |

**KNOWLEDGE, SKILLS AND EXPERIENCE**

***ESSENTIAL***

* A tertiary qualification in relevant discipline, or knowledge gained through relevant experience.
* Experience in assurance, audit management or risk management at a senior level.
* Relationship management – working collaboratively.
* Excellent communication skills both written and oral (will also be an advance in understanding staff training and education sessions).
* Proven experience in managing complex and multiple relationships to take full advantage of the perspectives and expertise of stakeholders.
* Planning and project management experience.
* Excellent attention to detail, both written and numerical and commitment to quality.

***DESIRABLE***

* Certified Practitioner in: Risk Management, Project Management (PRINCE II) or Programme Management MSP is desirable.
* Current government security clearance to secret level (or willingness to obtain this clearance).

**COMPETENCIES**

Our competency framework incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on the knowledge and skills that they already have. The following indicators represent the knowledge and actions required for the role.

## *Role Specific Competencies*

Role specific competencies describe requirements specific to a role:

**Specialist Knowledge**

* Have specialist expert knowledge across your work programme(s).
* Have in-depth knowledge of any related legislation and workings of government in your specialist field and able to apply this understanding to policy advice and decision making.
* Know when and where to go to source critical knowledge and expertise when required.
* Share your knowledge within teams and across Te Puni Kōkiri.
* Facilitate and contribute to appropriate recording and storage of knowledge.
* Continually develop your knowledge or skill and encourage others to do the same.
* Have a broad understanding of the policy work undertaken across Te Puni Kōkiri.

**Planning/Project Management**

**Champion effective use of project management disciplines to support robust policy and delivery**

The Ministry is implementing a systematic project management methodology across our work programme, including development processes.

You will need to demonstrate the advantages of project management for improving the outcomes of policy development processes. This includes:

* Having an excellent understanding and use of project management methodology, with the ability to coach and mentor other staff.
* Tailoring the project management approach to suit the particular project.
* Encouraging all staff to attend project management training so they can apply project management methodology to their work.

You will be able to:

* Take on key project roles.
* Balance your responsibilities between leading policy development processes and coaching less experienced staff.

**Manage project priorities, risks and opportunities**

You will:

* Have a clear sense of the objectives that you are trying to achieve through a Ministry development process.
* Be practiced at identifying project priorities and be attuned to the need to manage any risks to the project.
* Use planning and process management tools to set well-defined objectives and goals.
* Accurately scope out length and difficulty of tasks and projects.
* Break down work into process steps.
* Understand and figure out the processes necessary to get things done get the most out of few resources.
* Take a strategic overview of work and prioritise activities and team resources.
* Ensure project plans clearly identify project roles, resource requirements, timeframes and allocate responsibilities and tasks to individual staff.
* Ensure consistent approaches are taken to communications and reporting across key projects.
* Track progress, proactively share information, and keep relevant data and evidence in line with records management policies and statutory obligations.

**Incorporate implementation and evaluation considerations**

You will:

* Understand the circumstances and environment in which a specific work is likely to be implemented.
* Know how the ongoing success of the Ministry’s work will be measured.
* Consider implementation threats and evaluation requirements at the early stages of work processes.

**Managing key contracts**

You will:

* Be able to lead procurement processes (for example, RFP, EOI, GETS tender processes) and manage contracts for the Ministry if required.
* Fully understand the Ministry’s procurement processes and financial policies and explain them to staff.
* Be fully competent in using the Ministry’s Contract Management System.
* Coach staff in drafting high-quality project specifications and Requests for Proposals.

## *CORE Competencies*

Core competencies are relevant to all roles in Te Puni Kōkiri but may be required at different levels of ability and complexity. The following is required for this role:

**Māori Perspective**

* Show respect for and have an interest in te ao Māori.
* Use basic greetings and pronunciation of Te Reo Māori.
* Are comfortable in situations where tikanga is observed and show respect for its importance.
* Are open to working with Māori concepts and traditions.
* Show respect for Iwi, hapu and whanau Maori and are comfortable working in an environment focussed on Māori development.
* Understand the importance of the Treaty of Waitangi.

**Leadership**

* Are prepared to make difficult decisions when required.
* Demonstrate leadership behaviours including commitment to, values, integrity, accountability, humility and selflessness.
* Translate the organisations direction into goals and action for the team.
* Provide support and motivate the team members.
* Create opportunities for development of individuals and the team.
* Create an environment where staff can take the initiative.
* Take action to improve team dynamics, achievement and abilities.
* Take shared responsibility for organisational decisions.
* Look for areas for improvement and positive changes.

**Relationship Management**

* Adhere to concepts such as whanaungatanga, whakapapa and manaakitanga when dealing with people.
* Foster an environment where people work together with ease and understanding.
* Focus on the organisation working as a team rather than separate business units.
* Champion initiatives that achieve a positive outcome for stakeholders.
* Proactively build positive working relationships with people at all levels within the public sector, private sector and Māoridom, with the intent of furthering the organisations’ strategy.
* Ensure all stakeholders have their say and information is considered before decisions are made.
* Approach tense or difficult situations with the objective of reaching win-win solutions.

**Communicating Effectively**

* Effectively use Te Reo Māori in your work and are confident when communicating with Māori audiences.
* Write and verbalise complex ideas in a structured, logical and authoritative way, ensuring audience understanding.
* Explore and probe arguments and take opportunity to strengthen own points.
* Determine what others may need to get out of a communication and what they may have difficulty in understanding.
* Appreciate when information may be unpopular or create conflict and adapt style accordingly.
* Listen to other viewpoints and look for common ground.
* Understand the nonverbal message or viewpoint being conveyed by others.
* Keep stakeholders informed of immediate and relevant peripheral information.

**Results Orientation**

* Develop medium to long term business plans to achieve organisation strategy.
* Plan work programmes managing timeframes and priorities; organise and allocate resource; monitor and report on progress; anticipate roadblocks and plan how to overcome them.
* Adopt a systems thinking approach to solving complex problems: look for and understand linkages and interactions between the elements that comprise the "system"; use evaluative judgement to define the most effective solution.
* Integrate Māori values and concepts in planning and problem solving.
* Constantly monitor organisational risk and act to prevent it.
* Set challenging stretch goals and pursue them with energy and drive.
* Demonstrate agility and responsiveness in meeting changing work demands.

**Business Understanding**

* Understand the strategic alignment of “Māori succeeding as Māori” and have a vision of what that success looks like.
* Develop organisation strategies and business objectives.
* Have a detailed understanding of the organisation’s structure, the purpose of each group and how each contributes to the whole organisation.
* Understand state sector inter-relationships and detailed workings of government.
* Contribute to defining and furthering State Sector goals.
* Have an understanding of the Treaty of Waitangi and its impact through the State Sector.
* Understand the nuances of the political environment and consider them in decision making.
* Use a detailed understanding of the nature of all stakeholders to inform the organisation’s strategy.

**KEY RELATIONSHIPS**

**Internal**

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| **CONTACT** | **NATURE AND PURPOSE OF RELATIONSHIP** |
| Deputy Chief Executive Organisational Support | Manager |
| Chief Executive | Provision of advice and assurance. Support in setting and monitoring the independent Audit and Risk Management committee programme and agenda. |
| Deputy Chief Executives and Executive Team | Provision of advice and assurance. Guidance on organisational risk identification, management and mitigations. |
| Te Puni Leadership Team | Member of the leadership team that sets the operational direction of the Te Puni. |
| Senior Leadership Team | Member of Te Puni Kōkiri Management team which is responsible for the operational management of Te Puni Kōkiri. |
| Staff | Gather information relevant to risk management and keep up to date on work relevant to them.  Provision of advice, tools and training. |
| Office of the Minister for Māori Development and Minister for Whānau Ora | Directly brief and advise the Minister as required by the Deputy Chief Executive. |

**External**

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| **CONTACT** | **NATURE AND PURPOSE OF RELATIONSHIP** |
| Audit and Risk Management Committee | Advisor and secretariat support. |
| External audit providers | Commission and oversee work delivered. |
| Public sector risk and assurance staff in government agencies | Participate in and lead cross agency projects or forum.  Maintain an up to date knowledge of developments and innovations within the sector. |
| Māori Communities | Consult and communicate with relevant groups about risks in projects affecting that group. |