



# Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Senior Risk and Assurance Advisor

### Business Assurance, Branch Development and Support, Service Delivery and Operations

The Senior Risk and Assurance Advisor provides subject matter risk and assurance expertise as part of its responsibility for the risk and assurance work programme delivered by the BDS group. The position works closely with the SDO Business Group and Strategy and Governance to implement new frameworks and tools to ensure maximum value to SDO.

**Reporting to:** Business Assurance Manager Location: Wellington

- **Salary range:** Band H, Regulatory

### What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

### How we do things around here – our principles



#### We make it easy, we make it work

- Customer centred
- Make things even better

#### We're stronger together

- Work as a team
- Value each other

#### We take pride in what we do

- Make a positive difference
- Strive for excellence

### Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.



What you will do to contribute	As a result we will see
<p><b>Identifying, understanding and managing risks within SDO</b></p> <ul style="list-style-type: none"> <li>• Act as subject matter expert on best practice risk management processes</li> <li>• Provide high quality advice and support on risk by accessing and analysing a range of information resources, ensuring risk identification is evidence-based, timely and informed by intelligence</li> <li>• Ensure cost-effective and proportionate risk mitigation responses are defined</li> <li>• Monitor implementation of controls and mitigations and provide high quality informed advice to SDO management about residual risks</li> <li>• Facilitate risk workshops and processes for business units and projects as required</li> </ul>	<ul style="list-style-type: none"> <li>• Increased evidence of SDO business units owning risks</li> <li>• Increased use and understanding of ERMT</li> <li>• Increased requests for the assistance of the Senior Risk and Assurance Advisor from business units</li> </ul>
<p><b>Assuring Business Continuity</b></p> <ul style="list-style-type: none"> <li>• Input into the SDO business continuity process ensuring business continuity plans for SDO follow best practice, are up to date, and are supported by appropriate business activities</li> </ul>	<ul style="list-style-type: none"> <li>• An appropriate Business Continuity planning structure in place with business units taking ownership and understanding their responsibilities</li> </ul>
<p><b>Reporting and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Ensure a cycle of monitoring activity is in place to identify and report on risk and assurance trends affecting SDO, including (but not limited to): <ul style="list-style-type: none"> <li>○ management assurance controls</li> <li>○ key fraud trends</li> <li>○ status of key risks to the business</li> <li>○ delivery against Service Level Agreements</li> </ul> </li> <li>• Deliver reports to analyse, report and advise on business impacts of major incidents and outages</li> </ul>	<ul style="list-style-type: none"> <li>• MARS reporting being valued by SDO management</li> <li>• Themes and trends at the SDO level are identified and communicated to senior management before they become an issue</li> </ul>
<p><b>Deploying best practice risk and assurance methodologies</b></p> <ul style="list-style-type: none"> <li>• Maintain current awareness of developments in risk and assurance best practice</li> <li>• Ensure the outputs delivered and processes used meet DIA standards and expectations of Manager Business Assurance</li> </ul>	<ul style="list-style-type: none"> <li>• SDO is following risk and assurance best practice</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Advice and Support</b></p> <ul style="list-style-type: none"> <li>As the subject matter expert provide advice on risk and assurance</li> <li>Work with Operations Managers, Team Leaders and SDO staff to grow their understanding of risk and assurance concepts, processes and good practice</li> <li>Provide ad-hoc support to Managers, Team Leaders and Project Managers as required</li> </ul>	<ul style="list-style-type: none"> <li>Timely, accurate and relevant reporting/information provided to relevant stakeholders (business units)</li> <li>Risk advice is seen as an enabler rather than an impediment to change</li> </ul>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Develop and maintain a customer-focused approach to the delivery of timely, accurate and appropriate risk analysis and advice</li> <li>Foster and develop effective working relationships with SDO management and other staff within SDO and the wider organisation</li> <li>Represent SDO by maintaining effective professional relationships with internal and external stakeholders which enhance the integrity and credibility of SDO's risk analysis</li> <li>Develop and maintain strategic networks across the sector to enhance learning and share best practice</li> </ul>	<ul style="list-style-type: none"> <li>Strong and effective working relationships established and maintained across SDO, wider DIA and externally as applicable</li> <li>Relationships and networks are used effectively to achieve required outcomes</li> </ul>
<p><b>Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>Participate in team reflection on processes and methodologies to ensure lessons learned lead to continuous improvement</li> <li>Proactively propose and implement steps to improve risk and assurance services, systems and outputs</li> <li>Develop bespoke processes, standards and templates (tailored approach) for quality management</li> </ul>	<ul style="list-style-type: none"> <li>Products and services provided are continually adapted to ensure they remain fit for purpose</li> </ul>
<p><b>Business Unit Planning</b></p> <ul style="list-style-type: none"> <li>Provide input into the planning and prioritising conversations for the Business Assurance group</li> </ul>	<ul style="list-style-type: none"> <li>Business Assurance input is seen as a valuable contributor to business unit planning</li> </ul>

What you will do to contribute	As a result we will see
<b>Health and Safety (for self)</b> <ul style="list-style-type: none"> <li>Take responsibility for keeping self-free from harm</li> <li>Follow safe working procedures</li> <li>Report incidents and hazards promptly and suggest remedies where appropriate</li> <li>Know what to do in the event of an emergency</li> <li>Co-operate in implementing rehabilitation plan</li> </ul>	<ul style="list-style-type: none"> <li>Health and Safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager Business Assurance	✓	✓	✓	✓		✓
	BDS Managers and Staff	✓	✓	✓	✓		✓
	SDO Senior Leadership Team	✓	✓	✓	✓		✓
	SDO Managers and Staff	✓	✓	✓	✓		✓
	Strategy and Governance Managers and staff	✓	✓		✓		
External	Other Government Agencies	✓	✓		✓		
	Relevant networks and professional organisations		✓		✓		

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>Customer Focus</li> <li>Continuous improvement</li> <li>Teamwork and peer relationships</li> <li>Action oriented</li> <li>Self-development and learning</li> <li>Functional and technical skills</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience in a variety of risk and assurance environments</li> <li>Experience in developing and managing assurance systems and tools</li> <li>Experience with reporting, communication and relationship management</li> <li>Experience in providing advice as a subject matter expert</li> <li>Experience in project management</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Contemporary knowledge of risk and assurance methodologies</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Excellent relationship management and influencing skills</li> <li>Evidence of excellent communication skills</li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Strong facilitation skills</li><li>• Strong risk and assurance analysis skills</li><li>• Proficiency with the Microsoft suite of products</li></ul> <p><b>Education and Professional Memberships</b></p> <ul style="list-style-type: none"><li>• Tertiary qualification (or equivalent) in a relevant discipline</li><li>• Membership of (or eligibility to) professional bodies</li></ul> <p><b>Other</b></p> <ul style="list-style-type: none"><li>• Ability to obtain and maintain an appropriate level of security clearance will be required</li></ul>