**Manager, Governance**

# Governance, Risk & Assurance, Organisational Strategy and Performance

The governance team provides stewardship and support of the governance system for the Department. They provide advice, assurance and support to the Manager, Governance, Risk & Assurance (GRA), CE, ELT, Board and Sub- Committee Chairs, and senior leaders across the Department.

* **Reporting to**: Manager, Governance, Risk & Assurance
* **Location:** Wellington
* **Salary range**: Policy J

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

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | We make it easy, we make it work * Customer centred
* Make things even better
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| 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
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Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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 |
| --- | --- |
| **People Leadership*** Lead, develop and maintain a high-performing team that supports the Department to achieve its governance outcomes
* Build positive employee relations by fostering a culture based on mutual respect, collaboration and team work and maintain high levels of employee engagement through effective communication and development of individual team members
* Identify and assess areas for personal and professional development and develop, implement and manage performance and development plans to enhance performance
* Set clear expectations, provide constructive feedback including mentoring and coaching of the team to support high performance
* Lead the development and maintenance of the team’s work programme, ensuring that the resources and capability required to undertake work are in place
 | * Behaviour as a people leader is in line with the Department’s Capability Framework and consistent with the Department’s principles and values
* The team is delivering a highly effective governance system
* People in the team are able to articulate a line of sight from their work area to the Branch’s and the Department’s strategic work to the bigger picture
* The performance and development of team members is appropriately planned and managed in accordance with the Department’s processes
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| **Strategic and Technical Leadership**  * Provide expert professional advice on various aspects of governance as required with a clear understanding of good governance practice
* Lead the development of a plan for lifting the maturity of the governance system over time
* Keep abreast of relevant developments that may impact the Department’s governance framework and processes and advise the Manager GRA accordingly
* Manage and contribute to the more complex governance issues and assignments
* Represent the Department in external Governance Forums as necessary
 | * Governance processes are relevant and up to date
* The GRA function is supported by expertise and subject matter speciality
* The Manager GRA is well-advised on any issues raised
* Successful management of complex governance assignments
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| **Governance Practice Management**  * Ensure the CE, ELT, the External Advisory Committee and the Board Sub-Committees are provided with appropriate secretariat and advisory services
* Provide strategic advice and analysis as necessary to shape Committee agendas and papers submitted to Governance Committees
* Ensure that forward agendas for governance committees are relevant and planned and appropriate connections are made between Committee
* Lead the development, implementation, evaluation and review of relevant frameworks, processes and tool
* Manage processes for monitoring the health and performance of the governance system
* Lead and contribute to any governance-related projects
* Ensure that all tasks undertaken by the Governance Team are process mapped and Standards of Practice are developed and reviewed regularly
 | * Improvements in the performance and health of the governance system
* Enhanced reputation of the Governance team
* Working collaboratively as a team within GRA
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| **Relationship Management**  * Lead, build and maintain effective relationships with direct team, colleagues, ELT and Committee members, and other internal and external stakeholders
* Manage the liaison between GRA and Board Sub- Committee Chairs, particularly in relation to the functioning of their committees
* Lead the team in relationships with branches to ensure quality governance papers are lodged in a timely fashion
* Liaise with internal and external stakeholders to enhance the integrity and credibility of the governance function and ensure alignment with best practice across the public and private sectors
 | * Enhanced reputation of governance function within the GRA team
* Timely and accurate provision of secretariat services including all documentation is prepared and presented on time
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| **Programme Leadership** * Lead the day-to-day governance work-programme and processes
* Provide motivation, guidance and coaching to the Governance team, to reinforce high standards with regards to performance, work quality and adherence to DIA values
* Allocate governance workload including secretariat responsibilities and any other assignments, in discussion with Manager GRA
* Contribution to all business management processes, including business planning, financial management and risk management
* Work collaboratively and share information with others in the branch, so that others in the Department receive a seamless and comprehensive experience of governance services
 | * A trusted manager advising and supporting the Manager GRA in the execution of all business management activities
* Modelling positive behaviours and the desired culture of the Department in leadership and leading a team in the delivery of the governance work programme
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| **Health and safety (for self)*** Work safely and take responsibility for keeping self and colleagues free from harm
* Report all incidents and hazards promptly
* Know what to do in the event of an emergency
* Cooperate in implementing return to work plans
 | * A safe and healthy workplace for all people using our sites as a place of work
* All requirements of DIA’s Health and Safety policy and procedures are met
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| **Health and safety (for team)*** Inform, train and equip staff to carry out their work safely
* Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries
* Assess all hazards promptly and ensure they are managed
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Manager Governance Risk & Assurance  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Senior Advisor and Advisor Governance  | ✓ | ✓ | ✓ | ✓ | ✓ |  |
| Governance Risk & Assurance Team  | ✓ | ✓ | ✓ | ✓ |  |  |
| Strategy & Governance Branch Staff  | ✓ | ✓ | ✓ | ✓ |  |  |
| CE, ELT, Board Sub-Committee Chairs  | ✓ |  | ✓ | ✓ |  | ✓ |
| External | External Advisor Committee members  | ✓ |  | ✓ | ✓ |  | ✓ |
| Key stakeholder and interest groups e.g. interagency governance network  | ✓ | ✓ | ✓ | ✓ |  |  |

| Your delegations as a manager |
| --- |
| Human Resources delegations | F |
| Direct reports | 2 |

| Your success profile for this role | What you will bring specifically |
| --- | --- |
| 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 [People Leader](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_People_Leader_v7/%24file/DIA_Profile_People_Leader_v7.pdf).**Keys to Success:*** Setting expectations
* Encouraging innovation
* Building effective teams
* Identifying talent and developing others
* Motivating others to achieve results
* Developing business acumen
 | **Experience:** * Extensive experience in a governance role
* Extensive experience in developing and implementing business processes and systems in the public sector
* Demonstrated ability to deliver capability and systems and process improvement
* Experience in providing strategic advice and support to senior management
* Proven experience in building and maintaining effective relationships with colleagues and agency peers in other branches and departments
* Proven competence as a collaborative leader and operator
* Experience in staff management and a commitment to supporting and nurturing staff

**Knowledge:*** Knowledge of machinery of government structures and processes
* Knowledge of governance protocols and procedures
* Tertiary qualification preferably in government administration, management or policy

**Skills:*** People leadership and the ability to lead and manage staff
* Skilled at building and maintaining effective working relationships
* Develop effective approaches to engage team members, solve problems and raise performance
* Well-developed communication and interpersonal skills
* Able to maintain confidentiality and engender trust when dealing with sensitive issues
* Skilled at prioritising and balancing competing priorities
* Strong relationship management and interpersonal skills
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