



Job description

Haere mai

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

Risk Analyst Governance Risk & Assurance, Strategy and Governance Branch

As a member of the Governance, Risk & Assurance (GR&A) Team the Risk Analyst contributes to the core roles of the Strategy & Governance (S&G) branch, being the provision of stewardship and assurance for the Department as well as service and advice for business managers.

The role supports the Principal Advisor Organisational Risk in the leadership and further development of the enterprise-wide risk management and assurance. The role operates in close collaboration with other teams in the S&G branch thus ensuring a seamless and comprehensive experience of its services.

- **Reporting to:** Principal Advisor, Organisational Risk
- **Location:** Wellington
- **Salary range:** Delivery F

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.



Te Tari Taiwhenua
Internal Affairs

What you will do to contribute	As a result we will see
<p>Risk Information, Analysis and Reporting</p> <ul style="list-style-type: none"> Analyse risk information from various sources in order to help form an organisation-wide coherent view of the effectiveness of risk management within the Department. Identify and highlight trends, gaps and risks that require escalation or action Coordinate risk-related input into governance reporting (e.g. to the Audit Committee and the Executive Leadership Team). This includes assistance with completion of reports Develop and maintain performance indicators and measurement systems to provide criteria against which the risk management team's performance and improvement can be measured Support the administration of the DIA Enterprise Risk Management Tool through the role of "Organisation Risk Administrator" Help branches maintain their risk information by providing support and advice Support the currency of Risk Management resources (intranet and toolkits) Maintain Control Libraries and Compliance Obligations within the Enterprise Risk Management Tool (ERMT) Coordinates security requirements for the ERMT when required 	<ul style="list-style-type: none"> Improvements in the effectiveness of risk management within DIA More accurate and insightful understanding and reporting of risk More accurate measures of performance for the risk management function Fully functioning and effective underpinning systems to support risk management
<p>Relationship Management</p> <ul style="list-style-type: none"> Liaise closely with other functional groups within Strategy & Governance Identify linkages and connections between the GR&A team's work and the work of other risk and assurance teams across the Department Work with Branches on risk related information, gaps or issues and identify areas for better co-ordination and application of risk and assurance resources 	<ul style="list-style-type: none"> Increased collaborative working within GR&A, across the Branch and the Department Improved information flow concerning risk management
<p>Projects</p> <ul style="list-style-type: none"> Complete small projects and other tasks to support the wider GR&A team as required 	<ul style="list-style-type: none"> Projects are completed on time and to a good standard

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

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Principal Advisor, Organisational Risk	✓			✓		✓
	Manager Governance Risk and Assurance	✓			✓		
	Manager, Internal Audit	✓	✓	✓	✓		
	Members of the GRA team	✓	✓				
	Managers and staff of Strategy & Governance	✓	✓		✓		
	DIA Branches and risk and assurance staff		✓	✓	✓		
External	Key stakeholder and interest groups, e.g. risk and assurance networks, professional bodies		✓	✓	✓		

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 Valued Contributor.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Customer Focus Continuous improvement Teamwork and peer relationships Action oriented Self-development and learning Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> Prior experience building and maintaining strong and effective working relationships Experience in working collaboratively Demonstrated experience in exercising sound judgement and tact Demonstrated experience in process/system improvement A relevant tertiary qualification or equivalent experience applicable to the risk environment in the Public Sector <p>Knowledge:</p> <ul style="list-style-type: none"> Knowledge of organisational governance and assurance structures and processes desirable Understanding of NZ Government and Parliamentary processes, conventions and functions

Your success profile for this role	What you will bring specifically
	<p>Skills:</p> <ul style="list-style-type: none">• Ability to analyse quantitative and qualitative data and deal with disparate information and processes.• Ability to proactively apply critical thinking, identify and assess key issues and exercise discriminating judgements in order to find workable solutions to problems/issues.• Demonstrated ability to develop and maintain systems and processes• Ability to relate well to people at all levels within the organisation and develop and maintain effective networks.• Advanced written and oral communication skills, and the ability to communicate complex concepts to a range of stakeholders.• Ability to compile clear and concise report documentation summarising and describing the key outcomes of analysis.• Proficient user of Microsoft Office applications including Word, Excel and PowerPoint and the ability to learn other applications if required.

HR and Finance delegations: Z