# Logo-test

# Lead Auditor, Governance Risk & Assurance, Strategy and Governance Branch

As a member of the Governance, Risk & Assurance (GR&A) team, the Lead Auditor contributes to the core roles of the Organisational Strategy & Performance (OSP) branch, being the provision of stewardship and assurance for the Department as well as service and advice for business managers.

The role supports the Manager, Assurance & Audit in providing expertise and leadership in developing and implementing enterprise-wide assurance and audit services. The role operates in close collaboration with other teams in the OSP branch thus ensuring a seamless and comprehensive experience of its services.

* Reporting to: Manager, Assurance & Audit

Location: 45 Pipitea Street, Wellington

* Salary range: Corporate I

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
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| 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 |
| --- | --- |
| **Strategic Leadership*** Lead the development of quality standards and processes that are in line with good practice (includes audit standards, protocols and peer review mechanisms)
* Assist the Manager with the development of the annual Assurance and Audit Team Work Programme
* Provide advice and input about the processes needed to ensure an effective management control environment, including identifying and advising on necessary assurance frameworks
* Lead engagement with the DIA’s external auditors, facilitating a smooth audit process, coordinating responses to reports and supporting business owners to implement recommendations
* Contribute to raising the profile of internal audit and assurance through the intranet, regular communications and presentations, etc
* Assist the Manager with the strategic and operational leadership of the Assurance and Audit function.
 | * A strategically aligned and risk based Assurance and Audit Work Programme
* Strong professional and good practice standards and processes are implemented and/or maintained
* An effective relationship is maintained with the Department’s external auditors
* Enhanced organisational awareness of controls and assurance
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| **Delivery of the agreed work programme** * Lead, plan and/or conduct complex assignments, including responsive reviews
* Undertake and complete assigned audit projects or adhoc advice requests to a high standard of care and professional skill
* Provide expert advice and subject matter expertise on the provision of audit services, to the Manager Assurance and Audit, to other managers and to auditees
* Manage the delivery of the work programme to the required standards of timeliness and quality
* Support the work of others to continuously improve the quality of audit deliverables
* Support the Manager , as required, to communicate with management and governance committees. This will include representing the Assurance and Audit team’s work at critical and potentially sensitive meetings with Senior Managers.

Produce engaging reports with practical recommendations that provide a platform for continuous improvement. | * Effective and efficient delivery of the audit work programme
* Strong professional and good practice standards are demonstrated
* Advice and deliverables are supported by a high standard of audit analysis and judgement
* Well written reports, tailored to the needs of their audiences
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| **Stakeholder Relationships** * Engage and develop strong relationships with auditees, other assurance providers and managers across the Department to enhance the Assurance and Audit’s team’s understanding of branch roles and priorities, and enable the effective delivery of targeted and relevant advice
* Maintain effective relationships with peers, colleagues and external professional networks around good practice for public sector audit and utilise learnings to lift practice and capability
* Work closely with others across the Branch to provide seamless service and joined up advice
* Liaise with the Manager, Assurance & Audit on a regular basis to ensure delivery risks are managed and issues resolved in a timely fashion as they come up
 | * Strong, collaborative and productive relationships are established with relevant Branches and managers
* Strong relationships are maintained with peers and networks that enhance audit practice within the Department
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| **Assurance and Audit Capability*** Provide technical leadership, guidance, support and mentoring to team members so that the performance and professional development of the audit team is sustained and enhanced
* Build capability by fostering the flow of ideas, providing intellectual leadership and coaching others
* Provide in-house training on Assurance and Audit issues as appropriate
* Build expertise and knowledge in order to keep up with current national and international trends, research and legislative reforms.
* Provide guidance, advice and support to others in the team on work they are delivering.
 | * Delivery of the audit work programme is overseen and well-managed
* The Assurance and Audit team receives excellent mentoring and development
* The capability of the Assurance and Audit is enhanced
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| **Health & 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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|  | Advise | Collaborate with | Influence | Inform | Manage/Lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Manager Assurance & Audit | ✓ |  |  | ✓ |  | ✓ |
| Assurance and Audit team | ✓ |  | ✓ | ✓ |  |  |
|  | Senior Managers and other key staff | ✓ | ✓ | ✓ | ✓ |  |  |
|  | Strategy and Performance Branch | ✓ | ✓ | ✓ | ✓ |  |  |
|  | Governance committees | ✓ |  | ✓ | ✓ |  | ✓ |
| External | Office of Auditor General/Audit New Zealand | ✓ | ✓ | ✓ | ✓ |  |  |
|  | Key stakeholder and interest groups, e.g. BC and IM, professional bodies and networks |  | ✓ | ✓ | ✓ |  |  |

| 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 [Specialist](https://dms.dia.govt.nz/DMS/Active/bsr.nsf/0/A9C779153BFB7200CC257D09006F172A/%24file/4063613DA%20-%20DIA_Profile_Specialist_v7.pdf).**Keys to Success:*** Critical thinking
* Problem solving
* Interpersonal savvy
* Navigating complexity
* Communicating with influence
* Technical and specialist learning
 | **Experience:** * At least five years in an audit role
* Proven experience in leading and delivering audit assignments with sound understanding of audit methods and tools, internal control and risk management principles
* Demonstrated ability to contribute to the establishment, review and continuous improvement of audit and assurance processes and tools
* Experience in working in large and complex public service organisations
* Experience with reporting, communication and relationship management at a senior level
* Experience in preparing high quality audit reports and related written material

**Knowledge:*** A relevant tertiary qualification, ideally a preferably Chartered Accountant ; or other relevant auditing qualification
* Knowledge of and proven ability to successfully apply audit and assurance frameworks, principles and techniques
* Member with the Institute of Internal Auditors; other related professional bodies
* Knowledge of a range of audit concepts and methods.
* Good knowledge of public sector management frameworks and system - in particular, government finance
* A good understanding of audit and accountability documents.

**Skills:*** Excellent relationship management and communication skills both oral and written.
* Strong analytical skills
* Strong project management and organisational skills.
* Ability to manage to specific timelines and meet required quality standards.
* A high level of computer literacy and good numeracy skills
* Supervision and mentoring of staff
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**HR and Finance delegations:** Z