**Graduate AML Regulator**

## AML, Regulatory Services, PRC

As one of Government’s larger regulators, Regulatory Services aims to minimise harm and maximise benefits through effective oversight of anti-money laundering and countering financing terrorism, AML, anti- spam and censorship regulatory systems. We are a responsive risk-based regulator that uses innovation and collaboration to maximise our impact to achieve desired outcomes for New Zealand communities.

The Graduate AML Regulator is a development role that contributes to the delivery of responsive, risk based approaches that ensure regulated communities understand their obligations and that DIA’s responsibilities are delivered to standard. The Graduate AML Regulator achieves this by having a drive to learn, develop and apply the skills to make well-informed decisions, and delivering targeted regulatory activity through a range of regulatory and supervisory activities and monitoring of our regulated/supervised sector. The Graduate AML Regulator is expected to work closely and learn from AML and Senior AML Regulators in their teams.

* Reporting to: Manager Operations

Location: Auckland or Wellington or Christchurch

* Salary range: Regulatory E

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 |
| --- | --- |
| **Administrative and process support** * Provide general administrative assistance to support the Operations Team, Managers and wider Directorate
* Provide data entry support to enable efficient and effective workflow management and reporting for the team
* Support the development, maintenance, and improvement of systems and processes.
* Manage purchasing and travel bookings
* Assist with recruitment or other tasks as required in response to changing needs of the Operations Team and Managers
 | * Administrative needs of the team are anticipated and completed in timely and efficient manner
* Systems and process are well supported, and opportunities for improvement identified and implemented where appropriate.
* Accurate data entry and strong information management practices
* Effective workflow management and the ability to respond to fluctuating demand with agility and flexibility
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| **Delivering Responsive Risk based Regulatory activities** * Provide information and advice to educate and inform the sector and public to support compliance and encourage best practice in the sector
* Manage and record inward and outward correspondence from public email inboxes
* Undertake consideration of applications and documentation from stakeholders to assess compliance with statutory requirements
* Apply best practice in regulatory activities
* Deliver evidence based, thorough and timely recommendations regarding licensing and other regulatory initiatives
* Provide assistance and support to other teams in the Directorate as required and actively seek out opportunities to learn about risk modern regulatory practice
* Know when to escalate enquiries as appropriate and actively engage with team to grow own knowledge and skills
* Contribute to projects, business planning and improvement, focusing on key objectives and outcomes and making the best use of available resources
* Undertake team work in order to ensure delivery against individual and team work programmes
 | * The Sector and public are provided with timely and accurate information and advice.
* Robust assessments of compliance, integrity and suitability of sector participants.
* Strong evidence based decisions
* Supportive team with agility to meet changing nature of workflow
* Efficient and effective processes, procedures and workflow management
* Service delivery ethic
* Improved staff knowledge and skills to deliver responsive risk based regulatory activities
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| **Relationship Management and Communications** * Build and maintain effective relationships with stakeholders to learn about the sector, and appropriately influence best practice
* Engage positively and build relationships within the team, Directorate and across the wider Regulatory Services Group in order to share information and learn
* Produce, coordinate, maintain and distribute appropriate communication and information, including newsletters, emails and web pages.
* Demonstrate sensitivity to business stakeholders where cultural differences or language barriers are present.
 | * Effective working relationships with internal and external stakeholders
* Sector stakeholders report that they receive good information on how to meet their responsibilities and engage in best practice
* Staff provides knowledgeable responses to better educate the sector and demonstrate an understanding of Sector issues.
* Information is accessible by a diverse range of sector groups
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| **Risk Management** * Alert manager to any risks (real or potential) that may impact on the team’s ability to meet its deadlines, goals, commitments to others, or damage the Department’s reputation.
 | * The Manager receives timely alerts to any real or potential risks
* Risks are managed in accordance with agreed risk management strategies
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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.
* Health and safety guidelines are followed
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Operations Managers  |   |   |   |   |   |   |
| Staff within AML  |   |   |   |   |   |   |
| Other Regulatory Services/Department Staff  |   |   |   |   |   |   |
| External | Other government agencies  |   |   |   |   |   |   |
| Supervisory entities  |   |   |   |   |   |   |
| Reporting entities  |   |   |   |   |   |   |

| Your delegations  |
| --- |
| Human Resources and financial delegations | Level Z |
| Direct reports | Nil |
| Statutory powers  | Anti-Money Laundering and Countering Financing of Terrorism Act 2009 in accordance with the departmental delegations policy and delegations schedule |

| 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 [Valued Contributor](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Valued_Contributor_v7/%24file/DIA_Profile_Valued_Contributor_v7.pdf).**Keys to Success:*** Customer Focus
* Continuous improvement
* Teamwork and peer relationships
* Action oriented
* Self-development and learning
* Functional and technical skills
 | **Experience:** * Experience in an administrative or customer service role
* Experience working in a regulatory and compliance function is highly desirable
* Experience in researching, analysing, and summarising information would be beneficial

**Knowledge:*** An understanding of regulatory and compliance functions and purpose
* Understanding the public sector

**Skills:*** Good computer literacy skills, and ability to understand and improve business systems and processes
* Attention to detail and high levels of accuracy
* Some ability in interpreting legislation and other technical information and applying it in an operational context
* High standard of verbal and written communication skills
* Strong commitment to excellent customer

service * Shows drive, enthusiasm, self-motivation and initiative independent of the direction of others
* Takes a planned approach but responds with agility and flexibility to change
* Thinks creatively and makes a positive contribution to solution development
* Demonstrates commitment and resilience in the face of challenges
* A willingness to build own subject matter and technical expertise, including an understanding of the Department’s role as a responsive risk based regulator

**Other requirements:*** A relevant tertiary qualification is highly desirable
* 20 years of age or over as entry to casinos may be required.
* This role may require limited travel within

New Zealand * The appointee will be subject to police and credit clearance before an appointment is made
* The appointee must be able to obtain and maintain a confidential security clearance. Failure to obtain or maintain the required level of security clearance for this role may result in the appointee not being able to take up this role or, if the appointee has already started working in the role, they may not be able to continue their employment in this role
* This position is expected to be appointed as a Enforcement Officer under the Anti Money Laundering and Countering Financing of Terrorism Act 2009 and may exercise any powers and subject to any conditions associated with that statutory role
* A current full drivers licence is desirable
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