# Principal Advisor, Organisational Risk

## Governance, Risk and Assurance, Organisational Strategy and Performance Branch

The Principal Advisor Organisational Risk will provide sound advice and assurance to the Department’s senior leaders regarding the monitoring and oversight of enterprise risks and more generally on organisational risk management methodology and practice. The Principal Advisor will work with senior leaders and risk practitioners across the Department to lift our risk management maturity, practice and capability and will collaborate with other specialists in the OSP branch to provide best practice advice, guidance and support on risk identification and risk management in DIA.

* Reporting to: Manager, Governance Risk and Assurance

Location: Wellington

* Salary range: Corporate – Band J PA Risk

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 |
| 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. 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.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

| What you will do to contribute | As a result we will see |
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| **Strategic Leadership and Risk Advice**   * Provide strategic, professional and thought leadership to support ELT to appropriately assess risk in relation to setting and successfully implementing strategy across the Department. * Provide advice to the Department’s governance committees, including providing specialist advice to the Risk & Assurance Governance Committee. * Proactively engage with branch leadership teams to develop the Department’s strategic risk framework and the practices and processes necessary to successfully implement that framework. * Provide strategic advice on departmental processes to ensure responses to organisational risk are effectively implemented. * Develop and implement strategies to promote and enhance the capabilities of managers across the Department, ensuring branches have an up-to-date understanding of their obligations for managing risk and risk practices are effectively embedded within the business. * Develop the operating model in relation to risk identification and management across the Department. | * A robust enterprise risk management framework is in place, together with the capability, practices and processes to effectively maintain that framework. * ELT understanding the Department’s risk profile and tolerance for risk and engaging in robust strategic risk conversations on a regular basis. * ELT provided with the right risk information and analysis to support their decision making. * Thought leadership provided in relation to risk across the department and leadership of whole of department processes to ensure organisational risk is effectively managed, evaluated and monitored. * Increased visibility and value of the risk function in the Department. * Leaders in the Department understanding risk and why it is valuable and are using it to manage and lead the business. |
| **Effectiveness of Organisational Risk Management**   * Actively promote continuous improvement in the maturity of the Department’s risk management system and practice. * Ensure frameworks and methodologies for risk identification and assessment are maintained and regularly assessed for appropriateness and improvement. * Work collaboratively with others to achieve successful integration of risk management principles into culture, strategies, policies, systems and processes of the organisation. * Lead and develop, together with the Senior Advisor Risk Management, a programme of work that enables the ELT to be assured that the organisation is covering all areas of the risk management framework and taking a comprehensive and appropriate approach to risk management and management of business risk. | * Organisational risk is integrated into the culture, strategies, policies, systems and processes of the organisation. * Organisational risk is effectively managed, evaluated and monitored. * Current thinking on risks, and the effectiveness of mitigations, is appropriately challenged. |
| **Stakeholder Engagement**   * Develop and provide advice and maintain effective relationships with the Chief Executive, DCEs and Branch Leadership Teams to understand business requirements, priorities and programmes of work across the Department. * Proactively engage and develop strategic partnerships with branches to enhance the level of understanding of roles and priorities and enable the effective delivery of advice that supports decision making by the Department. * Work closely with managers to identify and communicate gaps and risks in operational processes, policies and practices and recommend solutions. * Build effective relationships with other corporate functions, including our Enterprise Programme Management Office (EPMO) and the Strategy and Planning function to enable and support the successful integration of risk management principles and practices into the Department’s key strategies, programmes and investment plans. * Facilitate and encourage information-sharing with other government agencies around good practice for public sector risk management. * Maintain close relationships with peers, colleagues and external professional networks around good practice for public sector risk management and utilise learnings to lift practice and capability. | * Strong, collaborative and productive relationships developed across the Department and with external agencies and professional bodies that enhance culture and practice within DIA and assist in meeting business objectives. |
| **People Leadership & Capability Building**   * Recruit, lead and manage high performing staff including maintaining the appropriate mix of skills and specialisations. * Coaching and mentoring DIA staff on risk management and advisory practices and peer review deliverables as necessary to assure the quality of work. * Ensure, through coaching and mentoring the development of staff and ensure strategically aligned development plans are in place for all staff to maintain and build the intellectual capability. * Maintain technical oversight of staff to ensure they meet professional standards and requirements. * Manage and drive continuous performance improvement outcomes. * Set appropriate directions, priorities and expectations for direct reports and agree the work programmes, tasks and performance. * Provide context, translate and communicate the Department’s direction within your team. | * Committed and engaged professionals operating in a motivating and results driven environment. * Staff developed to be credible successors and candidates for more senior roles. |
| **Health & 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. | * 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. |
| **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. |

|  | | Advise | Collaborate with | Influence | Inform | Manage/  lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done | |
| Internal | Chief Executive and ELT | ✓ |  | ✓ | ✓ |  | ✓ |
| Branch Leadership teams | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Risk and Assurance Governance Committee | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Manager, Governance Risk & Assurance | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Director, Strategy & Performance | ✓ | ✓ | ✓ | ✓ |  |  |
| Manager, Assurance & Audit | ✓ | ✓ | ✓ | ✓ |  |  |
| Manager, Executive Governance | ✓ | ✓ | ✓ | ✓ |  |  |
| Senior Advisor, Organisational Risk | ✓ | ✓ | ✓ | ✓ | ✓ |  |
| External | Relevant networks & professional associations |  | ✓ | ✓ | ✓ |  |  |
| Other government agencies |  | ✓ | ✓ | ✓ |  |  |

| Your delegations | |
| --- | --- |
| Human Resources and financial delegations | F |
| Direct reports | 1 - 5 |

| 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/$file/4063613DA%20-%20DIA_Profile_Specialist_v7.pdf).  **Keys to Success:**   * Problem solving * Critical thinking * Interpersonal savvy * Navigating complexity * Communicating with influence * Technical and specialist learning | **Experience:**   * Proven experience in providing efficient and effective administration services to senior executive teams or advisory or statutory bodies * Significant experience in leading and positively influencing culture and management buy-in in large and diverse organisations * Demonstrated experience in making decisions about complex issues, problem solving to get a good outcome and implementing difficult decisions. * Sound judgement and tact in dealing with complex, sensitive or ambiguous issues * Proven record of delivering quality work within tight and competing timeframes   **Knowledge:**   * Experienced senior manager or specialist with a general understanding of risk management principles and their application across large and diverse organisations * Sound understanding of NZ Public Sector management processes, conventions and functions   **Skills:**   * Ability to relate to and gain the confidence of diverse stakeholders, both internal and external and the ability to communicate with credibility * Excellent relationship management, negotiation and communication skills both oral and written. * Strong analytical skills and ability to think strategically * Strong project management, organisational and priority setting skills. * A high level of computer literacy and good numeracy skills   **Other requirements:**   * A relevant tertiary qualification is highly desirable * Ability to obtain and retain a confidential security clearance if required |