



# Job description

Haere mai

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

## Assurance Consultant

### Agency Partnerships & Capability, Digital Public Service Branch

The Assurance Consultant works with and through agencies providing practical advice, assistance and support to implement the strategy for a digital public service and deliver system-wide ICT assurance. Operating as a part of small semi-autonomous team, consultants act as 'change agents' for agencies, driving change and capability improvement in key areas. Assurance Consultants work with other specialist consultants and the Manager Agency Standards and Integration to ensure standards, information, online tools and website content is designed around agency customer information requirements.

- **Reporting to:** Practice Lead
- **Location:** Wellington
- **Salary range:** IT J ASSU

### 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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.



Te Tari Taiwhenua  
Internal Affairs

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 whitake 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 hāpori, 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
<p><b>Delivery of the ICT assurance consulting services</b></p> <ul style="list-style-type: none"> <li>• Understand how the assurance system managed by the Branch supports the achievement of government digital outcomes and spot opportunities to strengthen the system and the outcomes.</li> <li>• Work alongside colleagues in System Strategy &amp; Initiatives and across APC to drive the implementation of the digital government strategy with and through agencies.</li> <li>• Work with other Specialist Consultants to provide joined-up and comprehensive advice and assistance wherever appropriate.</li> <li>• Support the development of specialist assurance and risk capability within agencies; working with other specialist consultants to provide comprehensive, joined up and aligned service and advice to agencies.</li> <li>• Develop targeted advice, standards, information and tools for agencies that supports achievement of system-wide digital and ICT assurance and risk management.</li> <li>• Work with stakeholders to help improve their understanding and execution of assurance accountabilities and responsibilities in line with published guidelines.</li> <li>• Take responsibility for the delivery, maintenance and improvement of AoG ICT assurance guidelines, working closely with colleagues in System Strategy &amp; Initiatives to ensure a cross-system view has been represented.</li> <li>• Broker relationships between agencies to spread innovative and effective practice faster and increase the size of the support base for digital and ICT assurance specialists in agencies.</li> <li>• Support agencies in their engagements with external assurance providers, working with these providers to meet government expectations.</li> <li>• Maintain a strong knowledge base and expertise within the area of assurance – understand and engage with the latest thinking and maintain up to date knowledge of frameworks, legislation and State services policy</li> <li>• Contribute to system initiatives that will improve the independence, quality and consistency of risk and assurance information for decision makers.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical, consistent and collaborative trusted advice provided to agencies in the best interest of wider government system</li> <li>• Key stakeholders report highly constructive and collaborative working relationships.</li> <li>• Better information available to key decision makers</li> <li>• Opportunities for collaboration are identified, prioritised, implemented.</li> <li>• The team are communicating openly and work proactively and collaboratively to find solutions</li> <li>• GCDO, ministers, central agencies and other key stakeholders have confidence that the assurance system managed by the Branch is effective.</li> </ul>
<p><b>Lifting Agency Maturity and Capability</b></p> <ul style="list-style-type: none"> <li>• Identify opportunities and solve problems with agencies and enhance practices, processes and systems together.</li> <li>• Facilitate a lift in the maturity of ICT assurance capabilities across the system by providing guidance and support through a variety of channels e.g. communities of practice, workshops.</li> <li>• Identify instances where assurance is driving uptake of and deriving value from digital government strategies in agencies and feed that information back into the Agency Partnerships Team and the wider Branch.</li> <li>• Provide advice and assurance on public sector performance in terms of ICT assurance.</li> </ul>	<ul style="list-style-type: none"> <li>• Improvement in agency assurance capability and maturity; opportunities are actively identified, assessed, developed and implemented</li> <li>• Change in thinking from assurance being compliance based to being risk and value driven</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Standards and Guidelines Integration</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Agency Standards &amp; Integration team to coordinate, develop and maintain standards and assessment materials</li> <li>• Participate in workshops and discussions, providing advice and input about specialist topic area to ensure the tools and standards developed are integrated from a customer perspective.</li> </ul>	<ul style="list-style-type: none"> <li>• Tools, guidance and standards created are aligned with and support effective delivery of the public sector digital strategy; are reliable, well-evidenced, reusable and accessible.</li> <li>• Customer needs are understood and are the focus</li> </ul>
<p><b>Team Collaboration and Ways of Working</b></p> <ul style="list-style-type: none"> <li>• Lead or participate in planning discussions, support decision-making processes, provide regular updates to team members about progress of work and share information and intel that would be useful to the team.</li> <li>• Lead, coordinate or contribute to cross-functional/Branch initiatives and projects as they arise in response to emerging issues.</li> <li>• Proactively support a semi-autonomous team culture; work to establish a common direction and shared understanding of goals and team values.</li> <li>• Take a professional and consultative approach to interactions with agencies and other stakeholders.</li> <li>• Collaboratively and constructively engage with internal stakeholders and agencies to achieve excellent outcomes for customers.</li> <li>• Mentor, coach and support team members to develop skills, adopt new ideas and develop practices.</li> <li>• Drive and enable information sharing and collaboration between business groups and across the wider department.</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptive and productive work environment and conditions that allow the team to be successful</li> <li>• Methods of collaboration and ways of working that enable new insights, creative solutions and ensure successful delivery of the work</li> <li>• Shared accountability for the success of the function and team</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work.</li> <li>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Specialist consultants across APC	✓	✓	✓	✓		
	Practice Lead	✓		✓	✓		✓
	Manager Agency Partnerships	✓		✓	✓		✓
	Agency Standards and Integration Manager	✓	✓		✓		
	GM Agency Partnerships & Capability	✓		✓			✓
	Strategic Advisors	✓	✓		✓		
	Colleagues and Managers across the Branch		✓		✓		
External	Managers and staff in other Government agencies	✓	✓	✓	✓		✓
	Subject matter experts		✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level Z
Direct Reports.	Nil (however will manage project/virtual team related resource as and when required)

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 <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Expertise in delivery of ICT operational assurance, risk management, change management, or the use of risk and assurance in a key senior position.</li> <li>• Extensive experience advising senior stakeholders, including chief executives, senior leadership teams and boards</li> <li>• Proven experience working with internal and external 'clients', partners and stakeholders, with the ability to foster good working relationships through consultation and partnership</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Deep working knowledge of assurance and risk management practices, including maturity models and international standards.</li> <li>• Understanding of strategy and governance in the public sector and the role of risk and assurance in good governance and good strategy.</li> <li>• A good understanding of the machinery of government</li> </ul>

Your success profile for this role	What you will bring specifically
	<p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Proven ability to provide business-orientated and pragmatic risk and assurance advice to senior business leaders in diverse organisations.</li><li>• Adept and experienced in managing difficult and highly variable stakeholder relationships and expectations.</li><li>• Demonstrated ability to influence without authority and ensure the needs and demands of customers are balanced against an outcome sought by Government</li><li>• Strong strategic analysis and experience is risk and assurance thinking for decision making.</li><li>• Exceptional ability to communicate digital and ICT assurance risks in verbal and written styles suited to senior decision makers in government.</li><li>• Ability to work confidently and comfortably in small semi-autonomous teams of specialists that have a strong focus on clients and their needs.</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• A relevant tertiary qualification or considerable professional experience and standing.</li><li>• Able to obtain and maintain top secret security clearance</li></ul>