

Role Description

Title	Chief Assurance Officer
Manager Title	Deputy Director-General, Public Affairs
Group	Public Affairs
Direct Reports	Business Assurance team
Security Clearance Level	Top Secret
Date	May 2024
Approved By	Deputy Director-General, Public Affairs

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āianeī, 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.

About DOC

The Department of Conservation Te Papa Atawhai (DOC) serves to protect and restore nature spaces and species across Aotearoa.

At the heart of our success is our strong DOC culture, built on clear values. Our integrity grounds us, our connections take us further together, we empower ourselves and others to do the best work, so we achieve more for nature and New Zealand.

Role purpose

The primary purpose of the role is to lead independent and objective assurance, audit and risk management and advisory support to assist the leadership of the Department of Conservation to deliver on priorities.

Key outcomes

- Provide comprehensive advice to Deputy D-G, Director-General, and SLT as required.
- Maintain the trust and confidence of the Department by actively leading the risk and assurance function, embedding the frameworks, reporting systems and training.
- Anticipate and manage issues and solve problems with appropriate risk analysis and risk management and lead the development and implementation of mitigation strategies.
- Lead a continuous improvement approach for organisation, to lift capability to ensure all leaders are actively involved in the risk and assurance system and are clear on their responsibilities.
- Support interactions with the Risk and Audit Committee, including through regular updates.
- Leading internal investigations as necessary and responding to system requests from Public Service Commission, the Department of Prime Minister and Cabinet and others as they relate to integrity matters.
- Demonstrate leadership of integrity and risk and assurance system for the Department through anticipating and proactively managing risk as a priority over simple compliance activities.
- Actively collaborate with the Public Affairs Leadership Team (PALT) to deliver Group priorities.
- Capture and report insights to support the goal of Public Affairs as a high-performing Group.

General

Employees are required to respond to DOC's changing needs, performing tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder. This could include adjustment of the allocation of portfolios and responsibilities among members of the Group leadership from time to time.

As a leader in DOC, you are required to be visible, open, and engaging, proactive, and agile. You move towards problems and challenges and do not create barriers or assume something is someone else's responsibility.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct

Key working relationships

Internal	External
Senior Management	Office of the Auditor General
Governance Group(s)	External Auditors
All of DOC	Sector Risk and Assurance peers
	All of Government Portfolio Office (Treasury)

Key Accountabilities

Accountability	Including
Assurance leadership	Lead the Conservation Assurance Business Unit which includes internal audit and risk management and is responsible for enterprise risk management, ensuring robust frameworks, multi-year audit programme, risk review, monitoring, escalation and reporting to enable effective and best practice management of organisational risks. Manage an embedded risk and assurance management framework and associated guidance, to provide reassurance to the Deputy Director-General and Senior Leadership Team that assurance activity is effective and risks are well-managed. Maintain awareness of Protected Disclosure policy and provide guidance as appropriate. Support managers to scope and define relevant work programmes, including identifying key areas of focus, identifying and agreeing budget and resource requirements. Actively manage resources to ensure availability and optimal utilisation Oversee the delivery and implementation of the strategy and plans, adapting as necessary for changing contexts, regularly assessing progress and identifying areas of risk or concern
People management and leadership	Develop and lead the Conservation Assurance team to deliver high quality and influential results. Provide leadership that engages and motivates others to succeed and develop, and fosters an open, collaborative environment that encourages quality, innovation, ongoing learning, and knowledge sharing. Effectively manage team performance by setting clear and stretch objectives, measuring progress and providing regular feedback. Provide coaching and development opportunities for individuals to meet their personal career aspirations. Create and support an inclusive culture and encouraging others to utilise diverse strengths and perspectives. Identify long term capability requirements and working with the Group leadership team to deliver initiatives to ensure these are met. Facilitate and support collaboration and encourage the cross sharing of ideas.

Accountability	Including
	Demonstrate active commitment to health, safety, and wellbeing, and lead the direction of health, safety, and wellbeing for the team in accordance with the Department's policy.
Risk Management	Anticipate and proactively manage risk. Support the Deputy Director General to manage interaction with the independent Risk and Audit Committee. Contact point for the Office of the Auditor-General and Audit NZ. Provide advice and support to the Senior Leadership Team on the strategic risk and mitigating actions, as well as the audit programmes. Provide assurance to the Senior Leadership Team over specific areas or programmes.
Strategy, frameworks, and capability building	Develop and deliver a multi-year audit programme to provide information the Senior Leadership Team can use to improve and enhance systems. Develop and deliver a multi-year risk and assurance work programme. Commission and/or undertake risk and assurance work, including appropriate planning, resourcing allocation and organisation of work. Ensure appropriate governance and reporting mechanisms are exercised. Ensure engagement with internal and external stakeholders is sufficient and effective. Champion and promote innovation. Conduct investigations commissioned by the Director General Deputy Director-General Public Affairs; this may include investigations of a sensitive nature.
Audit programme	Develop and deliver a multi-year audit programme to provide information the Senior Leadership Team can use to improve and enhance systems. Develop and deliver a multi-year risk and assurance work programme. Commission and/or undertake risk and assurance work, including appropriate planning, resourcing allocation and organisation of work. Ensure appropriate governance and reporting mechanisms are exercised. Ensure engagement with internal and external stakeholders is sufficient and effective.

Accountability	Including
	Champion and promote innovation. Conduct investigations commissioned by the Director General Deputy Director-General Public Affairs; this may include investigations of a sensitive nature.

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	A bachelor's degree in business administration, accounting, finance, risk management, or a related field Further qualifications such as Chartered Accountant (CA) or Certified Internal Auditor (CIA) advantageous Memberships may include: • Institute of Internal Auditors New Zealand (IIA NZ) • Chartered Accountants Australia and New Zealand (CA ANZ) • Risk Management Association of New Zealand (RMA NZ) • Institute of Directors in New Zealand (IoD NZ) • Governance Institute of New Zealand Skills and experience as a senior leader in a large organisation
People leadership and developing talent	Leads and manages managers using effective role modelling, delegation, and performance management skills Leads by example, guiding people to be disciplined and considered Understands the impact of own actions Sets clear management team objectives and expectations, supports, and reinforces high performance Monitors and strengthens management team cohesion, focuses direct reports on achieving shared objectives Coaches and develops diverse talent to build capability to achieve outcomes
Decision making and reasoning	Analyses and integrates wide ranging information to support effective decision making Seeks different perspectives to check for and mitigate unconscious bias

Capabilities Required	
Collaboration, interpersonal skills, and communication	Leads and communicates in a clear, persuasive, impactful, and inspiring way Communicates clearly and sensitively with a very wide range of internal and external audiences Gains active participation and or support for initiatives, from senior leaders, staff, and relevant senior stakeholders Finds common ground and solves problems Demonstrates and fosters collaboration internally across the organisation, and externally with partners
Organisation leadership	Skills and experience in leading change Influences political representatives, proactively informs, and provides frank advice on sensitive issues A broad and detailed knowledge of government systems and structures A broad understanding of government processes and politics and key interfaces with government and public sector agencies
Delivering results	Works across boundaries to deliver sustainable system and outcome improvements Plans and organises large and complex programmes of work Effectively allocates time and resources to manages and deliver on diverse work priorities Manages risk effectively through appropriate identification, categorisation, and evaluation or mitigation
Relationship building and stakeholder management	Sound understanding of the impact DOC and the public sector and government has on the Māori Crown relationship, and obligations of the Crown under the Treaty of Waitangi Integrity, curiosity, openness, a non-judgemental attitude Consistency and reliability so colleagues and partners trust and rely on you Anticipates and shows empathy for others' points of view while persevering with achievement of outcomes Deals with difficult issues and disagreements using honesty and joint problem solving rather than positional power Builds personal connections with and understand the perspective of senior stakeholder leaders

Capabilities Required	
Financial management	Commercial experience and sound financial management expertise Strong negotiation skills

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information)