

## Role Description

Title	Principal Risk and Assurance Analyst
Manager Title	Chief Assurance Officer
Directorate and Group	Deputy Director-General, Public Affairs
Band	Tier 4
Date	January 2026
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 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 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 Principal Risk and Assurance Analyst is a senior technical specialist role responsible for providing high-quality, independent risk, assurance, and internal audit expertise across the Department of Conservation.

The role supports the Chief Assurance Officer to lift enterprise risk management maturity, deliver enterprise-wide assurance services, and provide robust, pragmatic assurance advice to senior leaders and governance groups.

The position exercises significant professional judgement, leads complex reviews and assessments aligned to organisational priorities, and contributes to continuous improvement of DOC's governance, risk, and control environment. While the role does not have formal people management responsibilities, it plays a critical capability-building role through mentoring, coaching, and technical leadership.

### Key working relationships

External	Internal
<ul style="list-style-type: none"> <li>• External Auditors</li> <li>• Office of the Auditor-General</li> <li>• The Ombudsman</li> <li>• Serious Fraud Office</li> <li>• Treasury</li> <li>• Public Sector Assurance Forum</li> <li>• Public Sector Risk Forum</li> <li>• Institute of Internal Auditors of New Zealand</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Assurance Officer</li> <li>• Senior Leadership Team</li> <li>• Public Affairs Leadership Team</li> <li>• Directors, managers and other subject matter experts within teams</li> <li>• Peers and colleagues</li> <li>• Risk and Assurance Committee</li> </ul>

### General

Employees are required to respond to DOC's changing needs, performing other 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 leadership from time to time.

As a leader you are visible, open, and engaging, proactive, and agile. You move towards problems and challenges and 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, model behaviours consistent with DOC's Values & Behaviour approach and take all practicable steps to ensure personal safety as well as contribute to a safe and healthy workplace.

### Key Accountabilities

Accountability	Including ...
Enterprise Risk and Assurance Leadership	<p>Lead and deliver complex risk, assurance, and internal audit reviews aligned to DOC's strategic priorities, risk profile, and outcomes.</p> <p>Support the Chief Assurance Officer in developing, refining, and executing DOC's enterprise risk management framework, strategy, and annual assurance programme.</p> <p>Conduct maturity assessments and thematic reviews of key functions, systems, and processes to identify systemic risks, control weaknesses, and improvement opportunities.</p>

Accountability	Including ...
	<p>Contribute to lifting DOC's enterprise risk management maturity through thought leadership, practical tools, and embedding risk management into decision-making processes.</p> <p>Provide expert advice on risk identification, assessment, control effectiveness, and treatment strategies across operational, regulatory, financial, and strategic domains.</p>
Internal Audit and Assurance Delivery	<p>Plan and deliver high-quality internal audit and assurance engagements, including scoping, fieldwork, analysis, reporting, and follow-up.</p> <p>Produce clear, concise, practical and actionable assurance reports that articulate findings, risks, root causes, and pragmatic recommendations.</p> <p>Provide objective assurance over governance, compliance, integrity, and performance, including reviews of sensitive or high-risk matters when required.</p> <p>Monitor and report on the implementation and effectiveness of agreed management actions and remediation plans.</p> <p>Ensure assurance work complies with relevant standards, methodologies, and professional expectations.</p>
Strategic Advice and Executive Reporting	<p>Provide trusted, independent, and technically robust advice to senior leaders, the Senior Leadership Team, and governance groups.</p> <p>Prepare high-quality reporting, dashboards, and papers for governance groups, clearly articulating risk themes, assurance insights, and emerging issues.</p> <p>Support informed decision-making by translating complex risk and assurance matters into clear, business-relevant insights.</p> <p>Deputise for the Chief Assurance Officer or Director when required, representing the function at senior forums and meetings.</p>
Stakeholder relationships	<p>Build and maintain strong, credible relationships with senior leaders, business groups, and key internal and external stakeholders.</p> <p>Work collaboratively across DOC to support a coordinated and integrated approach to risk and assurance.</p> <p>Engage constructively with external assurance providers and public sector forums as required.</p> <p>Support trust, transparency, and accountability through professional and respectful engagement.</p>
Treaty partnership	<p>Ensuring DOC operates as an honourable Treaty Partner, identifying the impact of the team's work on Māori and building awareness in the team</p> <p>Establishing networks with iwi and Māori who are interested/impacted in the work of the team</p>

Accountability	Including ...
	<p>Identifying appropriate methods and leading engagement processes</p> <p>Ensuring co-design with Māori is undertaken when required</p> <p>Ensuring different ways of working are supported, institutional bias and stereotypes are not reinforced</p> <p>Supporting team members to build capability to meet the requirements of DOC's Whāinga Amorangi framework</p>
Planning	<p>Developing and maintaining plans to deliver agreed outcomes, scoping and defining the work programme</p> <p>Clearly communicating the team's priorities and required outcomes, and identifying how results will be achieved</p> <p>Managing competing priorities and setting defined goals</p>
Monitoring and delivery	<p>Undertaking comprehensive performance monitoring to regularly assess performance and identify areas of risk or concern</p> <p>Highlighting critical risks or issues, and identifying and implementing solutions</p> <p>Addressing performance issues in a timely manner and/or escalating requirements to amend agreed commitments</p> <p>Managing to ensure effective delivery of effective services</p> <p>Gathering feedback from customers and other stakeholders and seeing opportunities for improvement</p> <p>Understanding customer needs to anticipate and meet requirements</p> <p>Maintaining awareness of current and emerging trends to ensure the team's service remains fit for purpose</p> <p>Identifying and encouraging others to identify opportunities to improve</p>

## Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>Significant senior-level experience in internal audit, assurance, or risk management.</p> <p>Demonstrated ability to deliver high-quality, pragmatic assurance and internal audit reporting.</p> <p>Strong understanding of governance, risk, and control frameworks, ideally within the public sector.</p> <p>Strong experience in stakeholder management and working with senior leadership teams.</p> <p>Able to think strategically and see linkages between different streams of work.</p>

Capabilities Required	
	<p>Experience leading complex reviews and assessments across multiple domains.</p> <p>Ability to operate confidently with senior leaders and governance groups.</p> <p>Professional qualification (e.g. CA, CPA, CIA, CISA) desirable.</p> <p>Tertiary qualification in accounting, finance, business</p>
Te Tiriti o Waitangi and partnership	<p>Understands the impact DOC and the wider public sector and government have on the Māori-Crown relationship</p> <p>Understands the obligations of the Crown under the Treaty of Waitangi as this relates to area of work</p> <p>Aware of the differences between Māori and non-Māori world views and knows how to access more knowledge</p> <p>Understands how Treaty settlement commitments impact area of responsibility</p> <p>A sound understanding of te ao Māori, te reo me ngā tikanga Māori</p>
Collaboration and organisation leadership	<p>Works effectively to solve problems, gains trust easily and supports peers</p> <p>Demonstrates and fosters collaboration across teams</p> <p>Proactively informs, and provides frank advice on sensitive issues</p> <p>Has a broad understanding of government processes and politics and key interfaces with government and other public sector agencies</p> <p>Communicates clearly and with impact, and inspires, motivates, and influences</p> <p>Fosters culture of innovation, drives system and process improvements</p> <p>Leads cross-functional work and contributes to wider organisational outcomes</p>
Delivering results	<p>Plans and organises work to achieve required deadlines</p> <p>Manages and delivers on diverse priorities, effectively allocating time and resources</p> <p>Manages risk effectively through appropriate identification, categorisation, and evaluation and/or mitigation</p>
Relationship management, interpersonal and communication skills	<p>Works cooperatively and collaboratively with others; builds relationships with stakeholders and partners</p> <p>Connects with others, builds trust and listens</p> <p>Shares information proactively and seeks to support others</p> <p>Communicates clearly and sensitively with a wide range of audiences</p> <p>Gains active participation and/or support for initiatives, from senior leaders, staff, and senior stakeholders</p>

Capabilities Required	
Decision making and reasoning	Integrates wide ranging information to support effective decision making Seeks different perspectives to check for and mitigate unconscious bias
Commercial and financial management	Budget management skills 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).