

Risk and Assurance Manager



The purpose of the Risk and Assurance Manager is to provide high quality risk and assurance leadership and advice. The Risk and Assurance Manager excels at partnership, service delivery and independent advice. They lead the assurance and risk frameworks across the organisation including leading the internal audit programme.

Although the role has nil direct reports, it is a senior leadership role in the organisation, with significant influence. The role reports to the General Counsel with a dotted reporting line to the General Manager Business Services. A key relationship is the Chair of the Board's Audit and Risk Committee with an ability to engage directly regarding matters of concern and to provide independent advice.

Reports to:	General Counsel
Department:	Risk and Assurance
Group:	Business Services
Tenure:	Permanent
Location:	Avalon
Direct reports:	Nil
Budget:	230,000
Career Path:	Corporate
Job Family:	Legal & Risk Assurance
Career Step:	9
Date:	March 2024

Position priorities and responsibilities

The Risk and Assurance Manager (the “Manager”) is responsible for leading and embedding our assurance and risk frameworks. The role focuses on transformation and positioning our risk and assurance capability as trusted business advisors. The Manager leads and translates the strategy of the organisation through a risk and assurance lens, understands and delivers independent advice and assurance, provides trusted advice and ensures our risk and assurance services are fit for purpose. All of which help our organisation achieve our outcomes and strategy. This includes understanding our science and research programme and its achievements.

The role is a significant leadership role, leading through influence to ensure our organisational risk and assurance capability grows.

Risk and Assurance Frameworks

- Ensure risk and assurance performance frameworks across the organisation are clear, transparent and operational.

- Lead the continuous improvement of risk and assurance methodologies.
- Ensure risk and assurance is integrated into the business through planning, capital investments, business proposals, reporting, strategy and other business processes.
- Work with leaders to ensure risk and assurance fit for purpose and used as a valid business tool with effective risk mitigation strategies and controls.
- Embed reporting and provide risk and assurance information to management, leaders, the Executive Leadership Team, Board Audit and Risk Committee, the Board and MBIE.

Understand stakeholders

- Understands the information needs of key stakeholders and able to provide relevant and timely risk and assurance advice and information.
- Understands and shapes governance risk and assurance information requirements and provides trusted advisory services.
- Provide trusted business advice to leadership, governance and science teams across the organisation.

Influencer

- Ensures expectations are clear across the organisation in terms of risk and assurance performance and accountability.
- Builds risk and assurance capability across the organisation to understand performance, risks, opportunities and achievements.

Internal Audit, Risk and Legislative Compliance

- Embeds legislative compliance systems and reporting services across the organisation that are fit for purpose and drive compliance with the law.
- Review regulatory compliance obligations to ensure they are appropriately identified, measured and reported.
- Lead Internal Audit's enterprise-wide risk assessment and planning process to develop the Internal Audit plan and ensure the plan is responsive to and aligned with the risk profile of the organisation.
- Deliver against the Internal Audit Plan including appropriate source management strategies. Perform internal control assessments when required and lead efforts to mitigate control deficiencies.
- Undertake internal investigations as necessary to determine immediate control vulnerabilities.
- Maintain reporting for tracking actions and closure of findings and recommendations and report to Executive Leadership Team and Audit and Risk Committee.
- Liaise with external auditors ensuring appropriate reliance on internal audit and effective external audit delivery.
- Ensure that internal audit services consistently provide a high level of service to its internal stakeholders, through assessing and understanding needs, maintaining high quality standards and delivering on agreed objectives.
- Provide risk and assurance reporting services at the management, leadership and governance levels.
- Undertake scheduled reviews of Risk Management Policy and Framework for consideration by the Executive Leadership Team and the Audit and Risk Committee.
- Manage the preparation of Audit and Risk Committee reports, Board and Executive Leadership Team papers and reporting documents.

Specialist advice

- Ensure high quality risk and assurance advice is provided across the organisation including liaising with internal and external auditors.
- Plan our maintenance and investment in our risk, assurance and legislative compliance systems and ensure it operates effectively.
- Embed our business continuity for the Risk and Assurance capability.

Financial Management

- Manage the department's budget.
- Adhere to the organisation's accounting and financial control procedures and delegations.

Health and Safety

- Support a culture that allows all workers to use their skills and knowledge to take personal ownership for health and safety in the workplace.
- Ensure health and safety is integrated into business-as-usual activities and is part of the organisational culture.
- Carry out all responsibilities for health and safety as specified in the Health and Safety Management System Framework.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- Board and Audit and Risk Committee (specifically Chair of Audit and Risk Committee), Executive Leadership Team (specifically GM Business Services), Business Services and Science Department Leaders, GNS staff.
- As part of the independence from Management of this role, there is a key relationship with the Chair of the Audit & Risk Committee with an ability to engage directly regarding matters of concern and to provide independent advice.

External:

- Ministry of Business Innovation and Employment, other Crown Research Institutes, appointed auditors.

Person specification

Skills, knowledge and attributes

- Demonstrated ability to think and act strategically.
- Demonstrated ability to translate strategic outcomes into operational business activities.

- Demonstrated ability to collaborate and leverage relationships across complex organisations to underpin success.
- Excellent written and verbal communication
- Advanced people skills including influence, facilitation, collaboration and negotiation
- Experience and credibility as a senior leader, with ability to work in ambiguity and exercise good judgement
- Strong results orientation
- Ability to plan and organise large and complex programmes of work
- Develops builds and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol).

Experience

Essential:

- Extensive post-qualification work experience in risk and assurance related roles.
- Several years' demonstrated success in leading a risk and assurance function in an organisation.
- Demonstrated experience in understanding how successful organisations operate and strong evidence of contributing to organisational success.

Desirable:

- Experience in the government sector including a strong understanding of how government works.

Qualifications

Essential:

- Accountancy, Finance or Economics degree or relevant tertiary degree

Performance Dimensions

At a high level, GNS Science recognises six **Performance Dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way we work*. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.

- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner

Leadership

- Leads from the front to foster a strong culture of collaboration and innovation and working effectively with other teams to achieve objectives.
- Develops and manages the performance and capability of the organisation through effective coaching and development initiatives.
- Creates an inclusive working environment that values diversity and wellbeing.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.