

JOB DESCRIPTION



THE TREASURY
Kaitohutohu Kaupapa Rawa

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| JOB TITLE: | Risk Advisor |
| REPORTS TO: | Manager, Policy & Organisational Strategy and Office of the Executive |
| GROUP: | Strategy & Performance |
| LOCATION: | Treasury, Wellington |

JOB SUMMARY:

Organisational Context

The Treasury is the Government's key economic, financial and regulatory advisor. Treasury's goal is to be a highly engaged, relevant and respected economic, financial, and regulatory policy advisor, making an impact on the issues that are important to New Zealanders.

The Secretary to The Treasury is required to assure Ministers that risks facing The Treasury are being identified and appropriately managed within the organisation. All staff must take responsibility for risk management. The Executive Leadership Team lead and agree the implementation of risk management effort across The Treasury, with direct support and input from the Risk Advisor.

The Strategy and Performance group is one of 9 business groups across The Treasury, and comprises a cluster of 5 units responsible for the provision of high quality efficient and effective systems, processes, support and services to The Treasury.

The units include:

1. Communications
2. Legal
3. Human Resources (HR)
4. Policy and Organisational Strategy (POST)
5. Office of the Executive (OE)

Role of Risk Advisor

The Risk Advisor reports to the Manager Policy & Organisational Strategy and Office of the Executive and works closely with the Chair of the Risk and Audit Committee.

The overall role of Risk Advisor is to lead risk management, business continuity, and assurance processes within The Treasury.

The Risk Advisor is responsible for providing the Executive Leadership Team with confidence that the whole of The Treasury has robust risk and assurance policies, processes, procedures, internal controls, and systems which effectively manage both its financial and non-financial risks. This would also include assurance that the specialised risk management approaches in specific business units are consistent with the overall risk management approach, business relevant and represent best practice.

In particular, the Risk Advisor will:

1. Facilitate the introduction and roll-out of an enterprise-wide, practical, and easy to understand Risk Management Framework in line with the Global Standard AS:NZ ISO 31000:2009;
2. Facilitate, in conjunction with the Legal Unit, the establishment of a legal compliance programme Treasury-wide;
3. Ensure the introduction of a high quality assurance programme across the Treasury;
4. Support and assist The Treasury's Risk and Audit Committee;
5. Liaise with the Treasury's External Auditors; and
6. Undertake special risk oriented reviews or projects at the request of the Executive Leadership Team or the Deputy Secretary, Strategy & Performance.

| Key Result Areas | Key accountabilities/expectations |
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| <p>1. Introduction of RM Framework</p> | <ul style="list-style-type: none"> • Work across The Treasury to identify what risk management processes are currently in place, and gain enterprise-wide agreement on a consistent framework design, management and implementation of a practical and easy to understand risk management framework in line with ISO 31000:2009 • Implement the risk management framework • Provide training throughout The Treasury, in risk management process in an effort to ensure risk management awareness • Provide reporting and monitoring of the Framework to the Executive Leadership Team, and to the Risk and Audit Committee • Support the Risk and Audit Committee in reviewing the performance of the risk management framework • Leads continuous improvement of the risk and assurance programmes • Maintain awareness of emerging trends in Risk Management • Lead the embedding of risk management across The Treasury culture as a tool for decision-making • Develop the educational tools and processes to get ownership of risk management across The Treasury. • Work in partnership with specialised business units to ensure consistency, business relevant and best practice approaches to managing risk are applied. |
| <p>2. Facilitate the Establishment of a Legal Compliance Programme</p> | <ul style="list-style-type: none"> • Work with Legal unit to identify what legislation Treasury staff need to know and comply with, and assist the Legal unit to develop a programme to bring assurance to The Treasury in this area. |
| <p>3. Introduction of an Enterprise-Wide Assurance Programme</p> | <ul style="list-style-type: none"> • Assess the current control environment within The Treasury, identify what areas require process or internal audit, agree an annual programme of work with the ELT and the Risk and Audit Committee and commence the Assurance Programme. |
| <p>4. Risk and Audit Committee</p> | <ul style="list-style-type: none"> • Support the work of the Risk and Audit Committee |

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| 5. External Auditors | <ul style="list-style-type: none"> Assists the CFO to manage the external audit requirements where requested |
| 6. Special Reviews or Projects | <ul style="list-style-type: none"> Undertake specific reviews or projects as requested by The Secretary to The Treasury, or the Deputy Secretary, Strategy & Performance |
| Relationship Management | <ul style="list-style-type: none"> Establish and maintain constructive and positive working relationships with staff Treasury-wide Utilise and harness the expertise and experience of risk professionals within other Groups in Treasury (eg: DMO, Legal) Build and maintain a network of professional contacts within the public sector, appropriate commercial sector and professional bodies, optimising knowledge and understanding of risk management standards |
| Other Duties | <ul style="list-style-type: none"> Adopt and promulgate a commitment to the vision and functions of The Treasury Lead The Treasury's Business Continuity Programme and emergency management preparedness Lead, undertake or participate in other Treasury project work as required by the Deputy Secretary, Strategy & Performance |

QUALIFICATIONS/EXPERIENCE:

Qualifications/Experience relevant to this role

- Proven experience in leading an audit or risk management function for a large organisation
- Understanding of current risk management methodology, including ISO 31000:2009
- Proven relationship management and leadership skills
- Effective written and oral communication skills
- A relevant tertiary qualification

PERSON SPECIFICATION:

Personal Attributes

- Excels at developing a climate of innovation, collaboration, change and adaptation in own area
- Strategic thinker and able to influence, earn respect, and to deal with conflict in a constructive manner
- Displays capacity for significant work priorities and able to work with multiple complex ideas
- Diplomatic and sensitive to colleagues' concerns
- Self motivated and quietly persistent in the face of challenging issues
- Able to influence and work with others where direct reporting relationships do not exist
- Is widely trusted, truthful and keeps confidences
- Is an active listener, able to accurately restate opinions of others even if in disagreement
- Takes accountability for own actions
- Actively looks for opportunities to improve services, solve problems, and support organisational change

SCOPE OF JOB:**Key relationships:****Internal:**

- The Secretary to The Treasury
- The Sponsor of Risk Management in The Treasury (Dep CEO)
- Deputy Secretary – Strategy & Performance
- Policy & Organisational Strategy Team Leader
- Strategy & Performance Team
- Legal Manager
- All Treasury managers, advisors, leadership and staff

External:

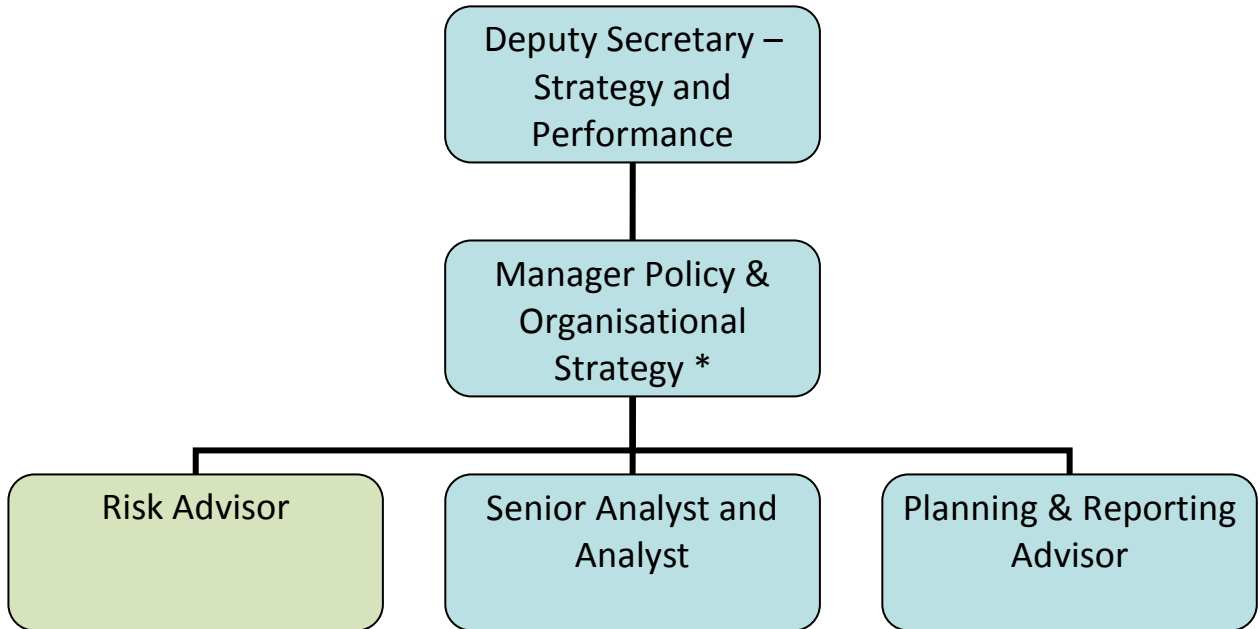
- The Treasury Risk and Audit Committee
- Other Advisory forums
- Ministers' Offices
- External Auditors
- External networks
- State sector risk managers
- Other public and private stakeholders

COMPETENCY LEVELS:

| Competency | Level of Skills, Knowledge & Attributes Required |
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| Workplace behaviours | <i>This competency focuses on the behaviours expected of employees:</i> <ul style="list-style-type: none">• Understands and promotes Treasury's mission, vision and values• High ethical standards and adheres to the New Zealand Public Service Code of Conduct and conflict of interest policy• Good working relationships with all Treasury staff• Promotes a spirit of public service at all times• Contributes to team activities• Supports fair and equal treatment for all kinds of people of all ages, nationalities, race, culture, disabilities, and gender• Shares ideas/information and experience with team members. |
| Communication and Relationship Management | <i>The ability to interact with stakeholders in order to maintain effective relationships</i> <ul style="list-style-type: none">• Provides clear explanation of complex concepts• Communicates in situations that requires tact and diplomacy• Builds relationships with key stakeholders in The Treasury and in other Government agencies |

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| | <ul style="list-style-type: none"> • Builds relationships with key influencers in the business sector and the wider community • A lead and straight forward role in contentious situations |
| Leadership of People and Thinking | <p><i>Promoting the value of sharing knowledge, encouraging proactive learning and innovative thinking</i></p> <ul style="list-style-type: none"> • Seeks and tests new ideas with colleagues • Promotes constructive debate among peers and managers • Supports change initiatives • Has an in-depth understanding of key issues, analysis and thinking in area of risk management |
| Knowledge and its Application (including Analysis Skills) | <p><i>Level of knowledge that people are expected to possess and the practical of knowledge for work situations</i></p> <ul style="list-style-type: none"> • Experienced professional with applied working knowledge of principles and concepts in risk management • Ability to identify and address knowledge gaps • Strong grasp of the analytical basis for Treasury thinking in area of risk management • Experience in using the comprehensive analytical techniques <i>methods and frameworks</i> • Leverages technology to positively impact quality • Identifies needs for alternative frameworks and approaches |
| | <p><i>Planning, financial management, risk management and reporting requirements</i></p> <ul style="list-style-type: none"> • Manages own role and assigned projects independently • Identifies and self manages work / project priorities and associated risk and opportunities • Dedicated to providing enterprise-wide common systems for work processes, seeks to reduce variances in these, and is committed to continuous improvement • Develops detailed work plan with Deputy Secretary, Strategy & Performance • Ensures adherence to Treasury's policies and procedures • Provides input to all relevant deliverables • Shares knowledge from project involvement • Keeps Manager and peers informed on a timely basis |

TEAM STRUCTURE:



* and also Manager of the Office of the Executive – a separate Team.

Note: As at June 2010 the Manager POST role is currently filled as a Team Leader position