

**POSITION DESCRIPTION**

Position Details	
Position Title	Chief Assurance Officer
Team/Branch/Group	Business Services
Reports to	Deputy Chief Executive Business Services Dotted reporting line to Chief Parliamentary Counsel
Direct Reports	Nil
DFA level	TBC
Location	Wellington
Date	June 2021

**Our Purpose**

The Parliamentary Counsel Office (PCO) is New Zealand's law drafting office. It is responsible for:

- drafting New Zealand Government Bills (except Inland Revenue Bills) and Legislative Instruments
- publishing all New Zealand Bills, Acts, and Legislative Instruments, both in hard copy and online on the New Zealand Legislation website.

The PCO is constituted as a separate statutory office by the Legislation Act 2012. The PCO is under the Attorney-General's control or, if there is no Attorney-General, the Prime Minister.

**What we do**

We work with others to make legislation that is fit for purpose, constitutionally sound, and accessible to all users.



## Our Structure

The PCO has four business groups: Systems and Stewardship, Drafting, Access and Digital Strategy, and Business Services.

The Chief Assurance Officer reports to the Deputy Chief Executive Business Services and (in keeping with Industry practice) has a dotted reporting line through to the Chief Parliamentary Counsel.

## Position Purpose

The Chief Assurance Officer is a senior role that provides leadership and direction on risk and assurance to ensure the PCO is a healthy and compliant organisation that effectively manages its business, and meets all relevant obligations. This role works closely with the Executive Leadership Team (ELT) and across all parts of the PCO to achieve this.

The Chief Assurance Officer will monitor and provide assurance to the ELT that all business-critical processes (safety, risk, compliance, financial etc.) have the appropriate embedded procedures and controls, and that organisational performance in these critical areas is being achieved. They have access to all parts of the organisation to provide and obtain specialist advice and support for the implementation of new standards and processes across our contract management, procurement, information services, document management and governance functions as required. This role is responsible for delivering appropriate levels of risk assurance to ELT, Audit and Risk Committee and our broader authorising environment. In addition to the above, this role will:

- have leadership for ensuring a strong health and safety culture is embedded, and assuring compliance with PCO's health and safety obligations
- drive organisational uplift in privacy and protective security capability maturity
- provide assurance of the PCO's approach to business continuity and planning
- be responsible for ensuring the implementation of PCO's risk management strategies, evaluating future potential risks and exposures (particularly in high-spend financial areas like technology), and determine how to effectively manage those risks
- work closely with project and operational teams to provide assurance that projects with technology solutions are appropriately designed to minimise delivered risk.

## Key Relationships

Internal key relationships are:

- Members of the Executive Leadership Team
- Staff of the Business Services Group
- Other PCO staff
- Audit and Risk Committee
- Other relevant internal governance groups

External key relationships are:

- Other government departments
- Other risk and assurance practitioners and government-wide risk and assurance forums
- External audit and risk committees
- Audit New Zealand
- Parliamentary Services

- Key PCO partners and government practitioners

### Key Accountabilities and Deliverables

Responsibilities of this position are expected to change over time as the Parliamentary Counsel Office responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

Key accountability or deliverable	Indicators of Success
<p><b>Senior Leadership</b></p> <p><i>Work collaboratively with the Business Services Group and the Executive Leadership Team to support the achievement of PCO outcomes</i></p>	<ul style="list-style-type: none"> <li>• Represent whole of organisation views and ensures external interactions are in the best interest of PCO to achieve its objectives.</li> <li>• Develop an assurance work programme to provide assurance to the ELT that key organisational risks are being well-managed.</li> <li>• Carry out routine internal audits and monitoring and report to the ELT and staff on internal performance against key measures.</li> <li>• Works with DCE Business Services to define the outcomes and outputs expected of the Group to deliver on PCO's strategic direction.</li> <li>• Contributes beyond core functional area to enhance overall effectiveness.</li> </ul>
<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Leads the development and implementation of enterprise wide risk management frameworks, systems, processes and structures to strengthen PCO's assurance and compliance obligations and effectively manage exposure to risk</li> <li>• Ensures that risks and controls are identified, documented, assessed, managed and reported</li> <li>• Assists in developing and leading a culture of risk awareness, ownership and control through upskilling and educating the organisation</li> <li>• Uses the risk management framework to maintain a comprehensive register of all current and emerging risks having or expected to have an impact on the business (both internal and external risks).</li> <li>• Works with the business units to ensure they are meeting their responsibilities for the identification, assessment and management of risks through the implementation of risk mitigating action plans</li> <li>• Provides expert advice and support to internal high risk areas such as technology solutions to ensure risk is effectively managed</li> <li>• Leads the support of the PCO's Audit and Risk committee</li> <li>• Research and monitors national and international trends in risk and assurance practices particularly in the government sector, shares, and applies these learnings where appropriate</li> </ul>



<p><b>Assurance</b></p>	<ul style="list-style-type: none"> <li>• Provides high quality advisory and assurance recommendations to lift the maturity of processes, policies and human resource capabilities.</li> <li>• In conjunction with the Executive Leadership Team develops action plans to address weaknesses in the obligations / control environment and ensure that these action plans are executed effectively, monitoring progress and results</li> <li>• Provides assurance over privacy and security with the consideration of the Protective Security Requirements to ensure PCO's compliance</li> <li>• Provides assurance over PCO's Business Continuity Plan</li> </ul>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Ensures that health and safety requirements are understood and adopted within the business, including by leading the development of the education and training framework</li> <li>• Works closely with the business units to implement and enhance the health and safety culture at PCO</li> </ul>
<p><b>Relationship Management</b></p> <p><i>Manage constructive working relationships with work colleagues and external stakeholders to enhance understanding and cooperation needed to achieve desired results</i></p>	<ul style="list-style-type: none"> <li>• Participates as an active member and contributes knowledge and expertise needed to achieve PCO outcomes.</li> <li>• Develops effective working relationships with Executive Leaders and Managers internally and externally in order to transfer knowledge and learning to the PCO.</li> <li>• Develops effective working relationships with stakeholders</li> <li>• Tests the effectiveness of stakeholder relationships using a range of appropriate measure and processes (including stakeholder feedback) and makes adjustments to deliver improvements.</li> </ul>
<p><b>Personal Leadership</b></p> <p><i>Provide leadership that engages and motivates others to succeed and develop, and proactively share experiences, knowledge and ideas.</i></p>	<ul style="list-style-type: none"> <li>• Models' exemplary management and leadership behaviours that align to our ethics and values.</li> <li>• Creates a sense of vision, engages and motivates people to participate, and makes things happen.</li> <li>• Fosters an open, collaborative environment that encourages quality, innovation, ongoing learning and knowledge sharing.</li> </ul>
<p><b>Te Tiriti o Waitangi</b></p>	<ul style="list-style-type: none"> <li>• Show leadership of commitment and strong understanding Te Tiriti o Waitangi and the principles: partnership, participation, and protection.</li> <li>• Establish and maintain effective professional relationships by demonstrating commitment to ongoing professional learning and development of personal practice relating to Te Tiriti o Waitangi.</li> <li>• Continue to develop understanding of Te Tiriti o Waitangi and continue to develop knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of Te Reo Māori.</li> <li>• Demonstrate commitment to bicultural partnership in Aotearoa, working effectively within the bicultural context.</li> <li>• Actively participate in the partnership relationship with Māori.</li> </ul>



	<ul style="list-style-type: none"> <li>Develop all managers within the team to enable them to competently engage in key relationships with Māori and other key stakeholders.</li> </ul>
<p><b>Safety and wellbeing</b></p> <p><i>Managers own personal health and safety, and takes appropriate action to deal with workplace hazards, incidents and near misses</i></p>	<ul style="list-style-type: none"> <li>Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accident and incidents.</li> <li>Ensures own and others' safety at all times.</li> <li>Complies with relevant safety legislation, policies, procedures, safe systems of work and event reporting.</li> <li>Reports and investigates all incidents/accidents, including near misses in a timely way.</li> </ul>

<b>Leadership Success Profile</b>	
<p>PCO is moving to the Leadership Success Profile, as set out by the State Services Commission, for all of our people leader and senior enterprise positions. Please refer to the <a href="#">Leadership Success Profile expanded guide</a> for further explanation of each capability required.</p>	
<b>Navigating for the future</b>	
<p><b>Leading strategically</b></p> <p><i>Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.</i></p>	5
<p><b>Leading with influence</b></p> <p><i>Lead and communicate in a clear, persuasive, impactful, and inspiring way; to convince others to embrace change and take action.</i></p>	5
<b>Stewardship</b>	
<p><b>Enhancing organisational performance</b></p> <p><i>Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.</i></p>	5
<p><b>Enhancing system performance</b></p> <p><i>Work collectively across boundaries; to deliver sustainable and long-term improvements to systems and customer outcomes.</i></p>	4
<b>Identifying and developing our talent</b>	
<p><b>Enhancing people performance</b></p> <p><i>Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.</i></p>	4
<p><b>Developing talent</b></p> <p><i>Coach and develop diverse talent; to build the people capability required to deliver outcomes.</i></p>	4
<p><b>Enhancing team performance</b></p> <p><i>Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.</i></p>	5
<b>Making it happen</b>	
<p><b>Managing work priorities</b></p> <p><i>Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.</i></p>	5
<p><b>Achieving through others – matrix version</b></p> <p><i>Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of others to deliver outcomes for customers.</i></p>	4B



### Leadership Character

**Curious**

*Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.*

**Honest and courageous**

*Deliver the hard messages and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand*

**Achieving ambitious goals**

*Demonstrate achievement drive, ambition, optimism and delivery focus; to make things happen and achieve ambitious outcomes.*

**Self-aware and agile**

*Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability overtime and optimise effectiveness with different situations and people.*

### Qualifications

- Tertiary level qualification in IT, commerce or risk management field or equivalent experience
- Relevant industry or technical qualifications or certifications.

### Personal specifications

- 8-10 years' experience leading a risk and assurance function in a medium to large organisation
- A proven strong track record of building positive engagement on risk management and assurance across organisations, bringing a practical and meaningful application of risk management and assurance that is focused on enabling smart risk taking to achieve better business outcomes.
- Strength and expertise in collaboration & influencing skills, showing high intellect and strong personal integrity and ethics and ability to communicate an intended viewpoint and convince others to accept the viewpoint.
- Strong knowledge and experience in leading and developing enterprise risk management and assurance frameworks, processes and systems, including effective reporting
- Highly developed conceptual and technical skills to gain insights, and understand and advise on gaps and opportunities
- Extensive experience in building and maintaining effective relationships with other executive leaders, staff and key stakeholders both internal and external
- Clear written and verbal communication skills to effectively engage with key stakeholders at different levels
- Proven financial acumen
- High level of understanding and direct experience of government processes, systems and tools, and agencies' priorities
- Experience chairing and/or facilitating meetings
- A good knowledge of the machinery of government, and public sector issues is desirable
- Proven ability to communicate about technical and or complex issues in 'plain language' and in a way that other managers and staff across the business can relate to
- Demonstrate the ability to maintain composure and work effectively under pressure.