



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Manager, Risk

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	M4

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Manager, Risk strengthens organisational performance and decision-making by leading the implementation of the Ministry's enterprise risk framework and ensuring risks are proactively identified, assessed, and managed across all business areas.

The role provides clear, timely risk insights to leaders and governance, supports the General Manager Audit, Risk and Assurance in lifting risk maturity, and embeds a consistent, risk-aware culture by integrating risk considerations into planning, delivery, and performance processes.

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Ngā Haepapa | Accountabilities

As a Manager within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement a responsive and integrated functional strategy and work programme, aligned to the Ministry's strategy and priorities.
- Manage and report on delivery against the strategy, workplan and budget to support performance against outcomes.
- Plan and manage budgets to support sound financial management and deliver maximum value from resources and investments.
- Develop, implement and maintain the right frameworks, capabilities and systems to achieve operational outcomes, manage people and risk, and support operational compliance.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are inspired to perform at their best.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Create and support internal networks that support kaimahi to have a voice.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.
- Collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As the Manager, Risk you will:

- Lead the development and implementation of the Ministry's risk management framework, ensuring it is fit-for-purpose, consistent, and aligned to organisational priorities
- Oversee enterprise risk management, including the identification, assessment, and monitoring of strategic and operational risks across the Ministry
- Maintain and provide oversight of the enterprise risk register, ensuring risks are current, well understood, and aligned to organisational objectives
- Provide high-quality risk reporting and insights to senior leaders and governance forums
- Strengthen organisational risk maturity, developing tools, guidance, and capability to improve how risk is understood and managed
- Embed risk management into business processes, ensuring risk considerations are integrated into planning, performance, investment, and decision-making
- Oversee risk, compliance, and issue reporting, aligned to the three lines of defence model, ensuring clarity of roles and effective escalation
- Identify emerging risks and system-wide issues, providing forward-looking analysis and advice to support organisational resilience
- Build strong relationships with stakeholders, working across business groups, corporate functions, and external partners to enable effective risk management
- Lead and develop a high-performing risk team, build capability, foster collaboration, and ensure delivery of high-quality risk services

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Wheako | Experience

To be successful in this role you will have the following experience:

- Experience leading or working in risk management, assurance, or related disciplines within complex organisations, ideally in the public sector
- Strong knowledge of risk management frameworks, methodologies, and the three lines of defence model
- Understanding of public sector accountability, legislative requirements, and government processes
- People and operational leadership experience within a complex environment.
- Experience in developing and delivering integrated functional strategies, work programmes and budgets.
- Experience in leading and managing the development, implementation and ongoing monitoring of functional systems, frameworks and processes.
- Experience in leading organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a respectful, open and responsive culture.
- Experience in building relationships and partnerships to achieve shared outcomes.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Proven ability to develop and implement risk frameworks, tools, and guidance that support organisational outcomes
- Strong analytical skills, with the ability to identify trends, risks, and opportunities and provide clear insights for decision-making
- Excellent communication skills, including the ability to present complex risk information clearly to senior leaders and governance bodies
- Proven ability to build trusted relationships and influence stakeholders across the organisation
- Demonstrated leadership capability, including leading teams, coaching others, and building organisational capability in risk management
- Commitment to continuous improvement and embedding a proactive, risk-aware culture
- Proven ability to use data and insights to identify trends, risks and opportunities, and to inform functional decision making.
- A proven track record of building and maintaining trusted relationships with (as appropriate):
 - colleagues
 - stakeholders
 - Māori and iwi
 - Ministers
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A track record of ongoing personal and professional development.



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry's intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	19 August 2026
Approved By	Hautū, Te Pou Rangatōpū Deputy Secretary - Corporate