



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Audit and Assurance Lead - Resourcing Monitoring and Assurance

Business Group	Te Pae Aronui   Operations and Integration
Location	Lower Hutt/Wellington
Salary band	M2

#### 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 āiane, 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 Resourcing Monitoring and Assurance function provides the Ministry with assurance that schools and licensed early learning (ECE) services have received the correct resourcing entitlement. This involves completing over 2000 resourcing audits per year.

The resourcing audit programme involves auditors completing resource allocation audits, special reviews and the reconciliation of resourcing and funding claims in both the school and ECE sectors.

The Audit and Assurance Lead has responsibility for the oversight and management of the resourcing audit work schedule for schools and ECE in their audit area. In doing so, the Audit and Assurance Lead will be required to lead the Resourcing Auditors in their audit region and have accountability for their performance and development, ensuring that the team has the capability to conduct the audit schedule.

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### Ngā Haepapa | Accountabilities

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

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

#### As the Audit and Assurance Lead you will:

##### Audit delivery and coordination of the audit programme

- Ensure that all audits of schools and ECE services use agreed audit approaches, processes and documentation to achieve the audit work programme. Manage the delivery of the work programme at pace and with agility.
- Responsible for ensuring that resourcing adjustments and findings from school and ECE audits are reported on and correctly closed.
- Ensure all processes align with Ministry guidelines and meet resourcing and legislative requirements.
- Responsible for monitoring, assessing and analysing audit information in an integrated way to inform the development of appropriate audit approaches, resource allocation policy and business processes.
- Contribute to the moderation of team decisions through the audit appeal process.
- Deliver timely, high-quality analysis and advice based on audit findings to internal and external audiences.

##### Leadership

- Provide leadership and direction for an engaged, high performing, capable and customer focused workforce.
- Facilitate the successful development, implementation and roll out of new initiatives, programmes of work and change, ensuring that they are aligned to the Ministry's overall strategy and vision.
- Ensure team members understand the Ministry's strategic direction, the wider context in which the Ministry operates and how they as individuals contribute to the Ministry's vision and goals, motivating and guiding the team towards audit targets.
- Develop processes, within their team, to enhance Monitoring Team culture and values (as reflected in the charter) that support an emphasis on sharing information and knowledge that is outcome focused.
- Provide support, coaching and direction to direct reports and effectively manage their performance.
- Recruit and induct capable people who will contribute to educational outcomes.
- Lead portfolio areas, initiatives and deliver specific projects.

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- Champion best practice and contribute to continuous improvement across the team.

### Risk Management & Compliance

- Identify and monitor high-risk providers using Ministry tools, data analysis, and professional judgment.
- Escalate suspected resourcing fraud and manage related resourcing issues appropriately.
- Regularly monitor the achievement of team goals while maintaining oversight of the quality of the auditors' audit work, providing advice and support to ensure audit concerns are appropriately addressed.
- Identify, shape and lead work in response to system-wide strategic and operational resourcing and student level eligibility issues that affect the Ministry's performance.
- From a lead and individual perspective as required, provide input and advice into resource allocation business process and operational policy design and implementation, and information system changes, ensuring that audit requirements can be met.
- Demonstrate transformational thinking and make it clear where the team needs to focus its energy and investment.
- Provide advice on which priorities should be progressed to ensure effort is focused on where it has the most impact.

### Stakeholder Engagement

- Maintain effective relationships with internal teams and external stakeholders in the school and ECE sectors.
- Keep stakeholders informed of critical monitoring and assurance matters.
- Maintain an open, responsive and inquiry-focused relationship with key stakeholders.
- Take a collaborative approach in idea development and foster high trust, high challenge relationships.
- Support the team to provide high-quality service to the sector, the Ministry and Government.
- Understand the significance of identity, language and culture.
- Provide the key point of contact for audit, funding and monitoring queries, representing the Monitoring Team, within the Ministry and externally, and with education groups and stakeholders.
- Establish and maintain effective relationships with key organisations, stakeholders, schools, and early childhood services, which enhance their understanding of resourcing matters and the Ministry's ability to gather information about the way in which resources are being utilised.

You will make decisions in accordance with the Ministry's policies and delegations framework.

## Wheako | Experience

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

- Relevant tertiary qualification in a related field, or equivalent practical experience.
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Proven experience in a position of responsibility is necessary, and experience in team leadership is desirable.
- Sound understanding of the machinery of government, public sector delivery structures, and systems.

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- Knowledge and experience of the education sector is advantageous.
- Familiarity with evidence-based decision-making.
- Knowledge of auditing principles, with desirable experience in resource allocation audits.
- Demonstrated commitment to continuous improvement, with a willingness to adopt new ideas and constructively challenge existing data, systems, and processes.

## Ngā Āheinga | Capabilities

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

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A commitment to ongoing personal and professional development.
- Skilled in discussing complex or sensitive issues while fostering collaboration to reach solutions.
- Strong interpersonal and relationship management skills, including negotiation and conflict resolution.
- Demonstrated ability to use data and insights to identify trends, risks, and opportunities to inform decision-making.
- Ability to quickly identify and mitigate risks and anticipate and resolve problems as they arise.
- Deep understanding of business processes and internal control systems.
- Excellent written and verbal communication skills.
- Strong time management and organisational skills, with the ability to prioritise multiple tasks effectively.
- Commitment to ongoing personal and professional development.
- Resilience and composure under pressure, with a mature and positive approach to challenges.
- Sound understanding of Te Tiriti o Waitangi and its relevance to the Ministry's work.
- Willingness and ability to travel as required — a current driver's licence is essential.

## 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



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### 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	February 2026
Approved By	HR Advisory Team