



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Assurance Principal

Business Group	Te Tari o te Tumu Whakarae mō te Mātauranga Office of the Secretary
Location	Wellington
Salary band	B4

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 Assurance Principal manages a portfolio of client relationships and is responsible for audit engagements within their portfolio. Their responsibilities include developing a thorough understanding of client business objectives, engaging with senior management, and advising the Assurance Director on proposed engagement objectives.

They lead the audit team to deliver the engagement, communicating their insights, and agreeing recommendations with management. The Assurance Principal may be expected to deputise for the Assurance Director from time to time.

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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 Assurance Principal you will:

- Promote and model knowledge of the IIA International Professional Practices Framework and Internal Audit methodology. Ensure team understanding of the requirements of the standards throughout the audit lifecycle and address instances on non-compliance appropriately.
- Engage with Internal Audit and Assurance quality assurance and improvement program, disclosing non-conformance as required.
- Contribute to the development of risk-oriented culture. Assess the client's risk landscape, including current, emerging, and future risks.
- Implement risk-based annual plans, aligning internal audit activities with the client's risk management strategy and risk profile.
- Explain the risk profile of the Ministry to senior management and promote best practices in governance, risk, and control.
- Deliver difficult and/or strategic messages with clarity and sensitivity, being persuasive when required.
- Establish follow-up processes to monitor management actions; ensure effective implementation or that senior management accepts the risk.
- Assess political, economic, technological, regulatory, and legal developments and relates this to Ministry's annual plans, engagements, and annual opinions.
- Model professional excellence and a high-performance approach. Ensure diversity, inclusion, and equity of opportunity, respecting and valuing differences.
- Foster understanding and engagement with the Ministry's mission, strategic objectives, business, and culture within the team.
- Plan resources, scope, and execution of engagements to ensure the team meets objectives, timescales, and quality requirements.
- Review evidence for reliability, relevance, and sufficiency. Ensure recommendations deal with root cause of issues.
- Establish and engage with a variety of networks to achieve progress on shared objectives. Promote effective partnerships with to achieve results.



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- Manage conflict through negotiation and resolution of disagreements. Demonstrate resilience, overcoming resistance, and working constructively thereafter.
- Ensure the team uses relevant data, tools, and techniques in its analysis. Promote selection and use of appropriate research, business intelligence and problem-solving techniques to analyse and solve complex situations.
- Objectively evaluate the potential barriers and resources for change initiatives. Model due professional care; assessing own and team's independence and objectivity.
- Encourage others to propose innovative ideas from a diverse range of colleagues and stakeholders and provides positive feedback to ensure beneficial new ideas progress. Establish space for people to take initiative, and foster creativity.
- Ensure the team delivers competent, insightful service based on knowledge of professional good practice and relevant legislation.

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Influencing others through positive leadership. Providing coaching, giving constructive, honest, and timely feedback. Recognise and celebrate success. Build capability in applying good practice policies, processes, and procedures.
- Experience explaining complex issues in a structured, easy to understand manner, which fosters learning.
- Demonstrated proficiency in assurance methodologies.
- Demonstrated ability in negotiation and conflict resolution.
- Proven expertise in making risk and control assessments and promoting business process improvements.

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.
- Anticipating and responding sensitively to people problems and concerns. Proactively addressing behaviours that may undermine performance or compromise codes and standards.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills. Able to negotiate challenging conversations confidently, sensitively, and respectfully.
- A commitment to ongoing personal and professional development.

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Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). 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	HR Advisory Team
Approved By	September 2024