Senior Assurance Manager

Position Details

Reports to: Chief Assurance Officer

Location: Police National Headquarters

District/Service Centre: Chief of Staff's Office

Shift Work/Non-Shift Work: Non shift work

Group: Assurance Group

Remuneration Range: Grade 24

Role Level: Strategic Leader

Employee Type: Mixed

Direct Reports: Chief Advisors, Assurance Managers or Principal/Senior Assurance Advisors

Delegated Financial Authority: Yes

Working at Police (who we are)

New Zealand Police delivers services that ensure communities are safe and feel secure, with less crime, road trauma and fewer victims. Police operates 24 hours a day in a complex environment actively preventing crime and crashes. With over 15,000 staff, we work from community-based police stations and large policing hubs, and operate on land, sea and in the air. Most years, we field more than one million emergency calls for service, plus around 600,000 non-emergency calls for service.

Values:

Our Values provide a guide to the way New Zealand Police work, operate, and make decisions, and reflect what is important to us and the communities we serve.

Professionalism	Taking pride in representing New Zealand Police and making a difference in the communities we serve
Respect	Treating everyone with dignity, upholding their individual rights and honouring their freedoms
Integrity	Being honest and upholding excellent ethical standards
Commitment to Māori and The Treaty	Acting in good faith of, and respecting the principles of Te Tiriti O Waitangi – partnership, protection, and participation
Empathy	Seeking understanding of, and considering the experience and perspective of those New Zealand Police serve
Valuing Diversity	Recognising the value different perspectives and experiences bring to making us better at what we do

Position Overview (where you'll be working)

Senior Assurance Managers work in Police's central Assurance Group, ultimately supporting the Commissioner of Police.

The Assurance Group is based primarily at Police National Headquarters, with a growing network of staff across the motu. It operates a programme of independent health checks, audits and reviews to ensure key processes, systems and controls work as intended; risks are identified and managed; and opportunities for improvement are suggested and actioned. In this way, the Assurance Group supports the ability for the public and other stakeholders to have trust and confidence in Police.

To enable these outcomes to be achieved, several Senior Assurance Managers support the Chief Assurance Officer (CAO) to deliver high quality assurance services, and provide functional and people leadership of specialist teams in the Assurance Group (e.g. Protective Security, Inquiry Support, and Data Quality and Integrity). Together with the CAO and the Chief Advisor: Governance and Waitangi Tribunal Inquiries, Senior Assurance Managers form Assurance Group's Senior Leadership Team.

Responsibilities (what you'll be doing)

Each Senior Assurance Manager will:

1. **Keep our people safe:**
   - Exercise personal health and safety due diligence.
   - Foster a safe and supportive culture by leading the integration of safety, health, and wellbeing into all aspects of the workplace including planning, training, and operations.
   - Understand the hazards faced by the team and enable them to eliminate or minimise the associated risk.
   - Monitor health and safety events, encourage near miss reporting, debriefs with a lessons-learned mindset, and resource incident reviews to a level commensurate with their significance.
   - Proactively manage employee preventative health initiatives and return to work from injury or illness.

2. **Specialist advice:**
   - Lead and ensure the delivery of expert information and advice on specialised areas for the Police Executive, Directors, other senior other managers and staff.
   - Produce strategic advice for the Executive Leadership Team (ELT), Senior Leadership Team (SLT) or Executive governance groups, the Assurance and Risk Committee (ARC), other specialist fora, as well as relevant internal or external stakeholders (e.g., drafting papers for the Minister of Police, or inter-agency senior officials' groups).
   - Identify and assess environmental factors that impact on assurance-related advice to the Police Executive or other interested parties.
   - Lead the development and implementation of assurance policies and guidelines, and associated processes for identifying and managing risk and matching controls, in order to build and deepen an assurance culture within New Zealand Police.
   - Prepare, analyse and review Police's maturity against internal and best practice frameworks for assurance in relevant areas of specialisation (e.g., progress against government's Protective Security Requirements [PSR]).

3. **Standard setting and stewardship:**
   - Lead the coordination and communication of relevant policies and procedures that align with *Our Business* and best practice principles for assurance work, and ensure such policies and procedures are reflected in Police Instructions.
   - Proactively identify service areas not covered adequately by existing assurance policies and frameworks and provide recommendations around possible improvements to close any gaps or weaknesses in controls.
   - Lead development of an effective culture and organisational awareness around specific assurance topics (e.g., safeguarding data quality and integrity).
   - Provide assurance guidance to Police projects and operations, to support effective risk management.
   - Ensure relevant third party/vendor assurance standards are defined, implemented and complied with.

4. **Monitoring, reporting and governance support:**
   - Ensure there is proactive assurance monitoring and reporting on the effectiveness of, and compliance with, relevant policies and legislation across Police.
   - Lead the gathering and analysis of information to identify potential risks in relevant areas of specialisation and recommend and establish appropriate risk mitigation measures.
   - Initiate and lead regular and as-required reporting to the Chief of Staff, Chief Security Officer, CAO and other stakeholders.
   - Lead regular reporting on the current status of relevant assurance programme work to the Executive and senior governance/management.
   - Actively monitor progress on Assurance Group or others' recommendations and action points to help ensure ELT, SLT, Executive governance groups and other specialist fora can make informed and effective decisions.

5. **Stakeholder engagement and relationship management:**
   - Initiate, build and maintain effective relationships with key internal and external stakeholders to enhance Police's assurance practices, and help ensure they align with Police's overall needs and good practice. Key stakeholders for Senior Assurance Manager roles include:
     - The Police Executive
     - Chief Advisors supporting ELT members
     - Directors, District Commanders and District/Service Centre assurance champions for relevant areas (e.g. risk, privacy, protective security or data quality)
     - Members of the Commissioner's independent ARC
     - Relevant Crown entities and regulatory bodies (e.g., the Office of the Privacy Commissioner [OPC] or the Institute of Internal Auditors)
     - All-of-government functional leads (e.g., the Government Protective Security Lead or Public Service Head of Profession for internal audit and risk assurance)
     - Media and Communications Group Advisors.
   - Build and maintain strong collegial networks within Police generally, to ensure risks and opportunities are recognised, appropriate advice and support is provided, and effective practices are communicated.
   - Establish technical and business networks inside and outside the organisation to ensure leading edge assurance practices are identified, analysed and, where appropriate, communicated to staff.
   - Develop and maintain consultative and information sharing networks with peers in partner agencies and other government departments.
   - Represent the New Zealand Police perspective in relevant international, interagency or cross-sectoral fora (e.g., the Public Sector Assurance Forum).

6. **General leadership and management:**
   - Lead and support the performance of Assurance Group teams by planning, coordinating and managing day-to-day team work activities, including via participation in regular Group-wide prioritisation exercises.
   - Contribute to the achievement of the Assurance Group's annual *Audit and Assurance Work Plan,* wider work programme, and overall delivery of *Our Business*, with a particular focus on benefits realisation.
   - Provide leadership and direction to other Assurance Group staff and project teams, in particular coaching and mentoring of less-senior employees through appropriate sharing of skills, knowledge and experience.
   - Model innovation and a future-oriented outlook, with a strong focus on service excellence and leading a continuous improvement mindset amongst team members.
   - Actively contribute to developing the overall leadership capability of the Assurance Group's senior team.

7. **All employees of New Zealand Police are expected to:**
   - Adhere to New Zealand Police standards of integrity and conduct.
   - Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.

- Model New Zealand Police's PRIMED Values
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in the MyPolice/ERM platform in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.
- Perform other duties and participate in projects as required.

Key Relationships (who you'll be working with)

A Senior Assurance Manager can expect to build and maintain effective relationships with:

Internal	ELT and SLT members, Directors, District Commanders, District/Service Centre champions, RNZPC, ICTSC, Finance Group, Investment Portfolio Office, Media and Communications and Executive Services
External	Other public sector agencies (e.g., Ministry of Justice), relevant Crown entities and regulatory bodies (e.g. OPC) and all-of-government functional leads (e.g. Government Protective Security Lead).

Position Specific Competencies (how you'll deliver results)

To be successful in this role each Senior Assurance Manager will have:

- Demonstrated ability to strategically lead, inspire and influence the delivery of high-quality assurance services
- Significant experience (10+ years) in functional/people leadership roles working with teams of assurance professionals
- Experience working in a collaborative senior leadership environment, and the ability to influence at all levels
- Experience making sound decisions and judgements under pressure to resolve roadblocks and issues
- Demonstrated understanding of business systems in large strategy-led organisations
- Demonstrated political acumen and savvy to support robust and well-informed decision making
- Strong interpersonal and stakeholder management skills
- Demonstrated self-starter skills, with a high level of initiative and ability to be self-managing
- Demonstrated commitment to developing and maintaining a culture of respect and inclusion within an organisation
- Demonstrated ability to deliver high-quality presentations and effective communications to a range of stakeholders, including representing an organisation in a range of settings.

Additional information: (what you need to know)

Required Qualifications

- A tertiary-level degree in a relevant discipline is required (e.g., business administration, law, security studies, etc.).

Pre-Employment Checks

- Not a children's worker, standard vetting required (Employee).
- Core children's worker, safety check required (Constabulary).
- Drug and alcohol testing, as required, according to guidelines.
- A minimum of a SECRET National Security Clearance is required to be obtained and maintained.

Work Environment

- Location: Based at Police National Headquarters, Wellington.
- Flexibility options: Flexible work options available.
- Travel requirements: Domestic travel will be required, with occasional opportunities for overseas travel to attend interjurisdictional meetings or international conferences.