

A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of Mātauranga Māori, te Reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

Tūranga / Position:	Senior Manager – Audit and Risk	
Uepū / Wāhanga / Department:	Strategy and Transformation /Legal Risk and Compliance	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Paemanu (Director)– Legal, Risk and Compliance	
Whakatau ki / Direct reports:	n/a	
Māka Pūtea / Salary Grade:	Level 11, Allied	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> • Te Kura Toroa • Ngā Pouwhakahaere • Te Mana Whakahaere and Governance committees • All TWoA Kaimahi
	External:	<ul style="list-style-type: none"> • Consultants • External Stakeholders (Contractors and Suppliers) • Iwi, hapū and whānau • Relevant external agencies and providers

Pūtake Tūranga / Role Purpose

The primary purpose of the Senior Manager – Audit and Risk role is to lead and manage end to end ownership Te Wānanga o Aotearoa’s (TWoA) internal audit, enterprise risk management, and assurance systems. Operating with professional independence, the role directs an annual internal audit programme and leads the design, integrity, and continuous evolution of organisation-wide frameworks for audit and risk aligned with audit standards. The role enables informed decision-making, protects organisational mana, and provides governance confidence in organisational performance, compliance, and control effectiveness.

Reporting to Paemanu – Legal, Risk and Compliance, this role acts as the organisational escalation point for regulatory breaches and applies strong judgement across strategic, operational, regulatory, and kaupapa Māori risk areas. It works closely with Te Ārai Tūpono, ngā Pouwhakahaere, and senior leaders across uepū to set clear expectations, build a consistent approach to risk, and strengthen organisational resilience. The Senior Manager – Audit and Risk also ensure audit and assurance practices are aligned with both recognised standards and Te Kaupapa Matua.

Key Responsibilities	Deliverables / Accountabilities
<p>Internal Audit Leadership</p>	<ul style="list-style-type: none"> - Lead the internal audit function and overall audit approach for TWoA, aligned with Te Pae Tawhiti, organisational priorities, and key risks. - Lead horizon scanning and scenario analysis to identify emerging risks and inform organisational resilience and strategic decision-making. - Set and own the annual audit plan based on an independent view of strategic, operational, compliance, and kaupapa Māori risks for approval. - Design and run audits that test how well systems, processes, controls, and assess risk mitigation strategies. - Keep audit methods up to date, practical, and fit for TWoA context. - Work closely with senior leaders to agree on audit lifecycle, scope setting and governance reporting to ensure a clear, transparent audit process. - Manage audit recommendations, risk treatments and tracking progress through to completion, ensuring leaders have implemented audit recommendations and provide assurance updates to Paemanu and Te Ārai Tūpono (Audit and Risk Committee), on control effectiveness. - Prepare comprehensive audit and risk reports and provide independence assurance to the Paemanu – Legal, Risk and Compliance, governing committees and Te Ārai Tūpono by providing informed insights and recommendations to help achieve targeted audit and risk outcomes. - Provide expert advice and guidance on audit and compliance to stakeholders. - Mentor and support kaimahi in building internal control and assurance literacy. - Liaise with regulators and oversee regulatory reporting.
<p>Organisational and Strategic Risk Management</p>	<ul style="list-style-type: none"> - Act as the senior escalation point for complex, emerging, and systemic risk and regulatory matters, ensuring Paemanu – Legal, Risk and Compliance is appropriately informed and supported with clear analysis and options. - Provide independent assessment of the effectiveness of governance frameworks, enterprise risk management, and internal control environments across the organisation.

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	<ul style="list-style-type: none"> - Exercise functional leadership across the organisation in relation to audit, risk, and assurance activity, influencing risk owners, audit participants, and cross-functional working groups. - Manage and continuously enhance the organisational risk management framework, including supporting systems, tools, and registers to ensure consistency, integrity, and strategic alignment. - Lead the development, maintenance, and curation of the Strategic Risk Register, ensuring it reflects current and forward-looking organisational risk exposure. - Partner with ngā Pouwhakahaere to drive identification, ownership, and active management of strategic risks across uepū, strengthening accountability and risk-informed decision making. - Provide expert advisory support on governance, audit, and risk management matters to internal stakeholders, supporting resolution of complex issues and uplift of operational practice. - Lead the design and delivery of organisation-wide risk training and capability initiatives to build consistency, maturity, and alignment with audit and risk requirements. - Deliver integrated, governance-ready risk reporting, including dashboards and insights for Te Ārai Tūpono, enabling effective oversight, assurance, and strategic discussion. - Oversee the assessment and prioritisation of risk using best practice methodologies ensuring alignment with organisational strategic objectives and highlighting contribution to Te Pae Tawhiti and transformation activity. - Manage internal audit and risk communications across TWoA with the Communications team.
<p>Policy and Process Improvement</p>	<ul style="list-style-type: none"> - Lead the development and review of policies that relate to audit, risk, and internal control. - Continuously evaluate and seek opportunities to improve audit processes, risk management practices, and control systems to align with sector standards. - Foster a culture of continuous improvements that reflect kaupapa Māori values.

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	<ul style="list-style-type: none"> - Stay up to date with industry trends and regulatory changes that may impact risk management and processes ensuring best practices are implemented within TWoA.
<p>Governance and Assurance</p>	<ul style="list-style-type: none"> - Provide independent assurance to Te Ārai Tūpono and governance committees on risk, control and control effectiveness, with authority to control failures or non-compliance. - Set and maintain mandatory audit, risk, and assurance methodologies, standards, and frameworks across the organisation. - Recommend effective and proportionate governance and control improvements to strengthen risk management and organisational performance. - Contribute to the development of ongoing refinement of assurance strategies and continuous improvement initiatives. - Support Paemanu – Legal, Risk and Compliance in preparing high-quality reporting and advice for Te Ārai Tūpono and ngā Pouwhakahaere. - Shape clear, independent and strategically useful risk, audit and assurance reporting for governance. - Coordinate external assurance activities (e.g. external audit or specialist reviews) as required.
<p>Compliance</p>	<ul style="list-style-type: none"> - Work in collaboration with compliance and legal colleagues to ensure alignment across audit, policy, and risk activities. - Act as the organisational escalation point for material regulatory breaches, providing executive-level advice on regulatory risk exposure and required responses. - Lead and perform regulatory compliance audits. - Identify areas of compliance vulnerability and lead the development of mitigation plans. - Require management action plans, remediation activities, and agreed remediation timeframes to address identified risks, control weaknesses, or non-compliance. - Challenge, escalate, or recommend pausing initiatives, decisions, or activities where risks exceed approved

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	appetite or controls are insufficient.
<p>Stakeholder Relationships</p>	<ul style="list-style-type: none"> - Proactively maintain regular contact with organisational teams to retain awareness of changes to systems, processes and kaimahi and the impact upon audit requirements. - Establish and maintain quality internal relationships with kaimahi across the TWoA. - Establish and maintain meaningful relationships with external networks and other relevant external groups. - Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour that does not meet ethical standards.
<p>Driving for Business Performance:</p> <p>Role content specific to the relevant subject matter expertise or specialism of this role.</p> <p>Responsibility for specific KPIs or performance and or reporting metrics.</p> <p>Role in organisational success (e.g. service delivery, financial targets, culture).</p>	<ul style="list-style-type: none"> - Accountable for service delivery, kaimahi performance, and taura outcomes at a local level. - Build high-performing teams. - Drive team culture and results.
<p>Collective Leadership:</p> <p>Practices collaboration, shared expertise and contributes towards an environment of innovative and well-rounded solutions.</p>	<ul style="list-style-type: none"> - Coordinate with other functions to solve problems or deliver outcomes. - Encourage collaboration during programme development or delivery cycles.
<p>Kaimahi Leadership</p> <p>Has emotional intelligence, coaches confidently and creates an inclusive work environment.</p>	<ul style="list-style-type: none"> - Build trust and team cohesion by setting clear direction for team and individual kaimahi. - Give structured, regular feedback through kaimahi ora, that sets expectations and accountability, and encourages development of technical and competency skills, including

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	<p>cultural capability.</p> <ul style="list-style-type: none"> - Ensure that day to day kaimahi management activities are monitored such as attendance, leave, and work performance.
<p>Problem Solving Requirements including but not limited to:</p> <p>Decision-Making Authority & Delegations</p> <p>Level of autonomy in strategic, operational, or tactical decisions.</p> <p>Impact of decisions across the organisation or sector.</p>	<ul style="list-style-type: none"> - Independent decisions on service delivery and team management within site/cluster. - Escalate complex, strategic or people-related issues.
<p>Authorities including but not limited to:</p> <p>Budget Accountability & Delegations; Kaimahi Leadership Responsibilities; and Tāngata Delegations</p> <p>Size of the budget the role is responsible for, and/or level of financial decision-making authority.</p> <p>Scope of day-to-day transactional kaimahi leadership responsibilities, and Tāngata related decision-making authority.</p>	<ul style="list-style-type: none"> - Demonstrate Kaitiakitanga through responsible cost awareness and actions. - Act according to delegations regarding the employee lifecycle, such as decisions to recruit, and leading ER matters. - Share accountability for the internal audit and risk operating budget with Paemanu – Legal, Risk and Compliance approval.
<p>Kaupapa Matua</p> <p>Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi will follow and work by these guiding principles.</p>	<ul style="list-style-type: none"> - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions of leaders are aligned with Te Wānanga o Aotearoa. - Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi.

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<p>Communications and Relationship Management</p> <p>Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa</p>	<ul style="list-style-type: none"> - Communications are professional and can be adapted to manage relationships with local partners, kaimahi, and service users.
<p>Information Management</p> <p>Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.</p>	<ul style="list-style-type: none"> - Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere. - Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.
<p>Health and Safety</p> <p>Uphold and comply with the Health and Safety at Work Act 2015.</p> <p>Demonstrate a commitment to Te Wānanga o Aotearoa health and safety policies and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety and well-being of others.</p>	<ul style="list-style-type: none"> - Report potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures. - Lead and take responsibility for coordinating Health, Safety, and Wellbeing activities at the operational level. - Demonstrate a commitment to Te Wānanga o Aotearoa health and safety rules and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others.
<p>Other Duties</p>	<ul style="list-style-type: none"> - Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
<p>The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.</p> <p>The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.</p>	

Person specification

<p>Qualifications:</p>	<ul style="list-style-type: none"> - Master's degree in auditing, risk management, or a related field.
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	<ul style="list-style-type: none"> - CIA, CA, CPA or equivalent professional certification and Membership of CAANZ preferred. - Full NZ Drivers Licence (Class 1).
<p>Essential Experience and Skills:</p>	<ul style="list-style-type: none"> - Minimum 7 years' experience in internal audit, risk advisory, or assurance roles. - Working knowledge of public sector compliance, assurance frameworks, and risk standards (e.g. ISO 31000). - Proven experience preparing audit and risk reporting for governance committees. - Knowledge of and proven ability to successfully apply audit and assurance frameworks, principles, techniques, and IPPF standards within a complex organisation. - Experience working in kaupapa Māori environments or with a demonstrated understanding of tikanga. - Proven experience in delivering on internal audit engagements with a sound understanding of audit, internal control and risk management principles.
<p>Āhuatanga Māori</p>	<ul style="list-style-type: none"> - Prepared to increase own knowledge and actively encourages kaimahi to develop te reo and āhurutanga Māori. - Leads by example and encourages participation in cultural activities, such as pōwhiri/karakia/Te Whariki. - Te Kaupapa Mātua is understood and applied to mahi and relationships.
<p>Essential Attributes:</p>	<p>Governance Awareness & System Leadership</p> <ul style="list-style-type: none"> - Communicates governance expectations to team. <p>Critical Thinking and Strategic/Planning Contribution</p> <ul style="list-style-type: none"> - Aligns team objectives with organisational strategy. Seeks insights to improve service delivery. - Supports local implementation of workforce plans and captures team-level stakeholder insights. <p>Financial Responsibility</p> <ul style="list-style-type: none"> - Understands the importance of budgets and is able to apply to their area of responsibility. <p>Communication, motivational and empowerment skills</p> <ul style="list-style-type: none"> - Uses storytelling to create a shared space where ideas

	<p>resonate, and foster alignment, team building and achieve organisation purpose.</p> <p>Digital & Technology Fluency, Adoption & Modernisation</p> <ul style="list-style-type: none">- Promotes digital adoption. <p>Data-Informed Decision-Making</p> <ul style="list-style-type: none">- Applies data to improve team performance. <p>Innovation & Continuous Improvement</p> <ul style="list-style-type: none">- Encourages team innovation.- Leads small improvement projects.
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