

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:	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:	TBC	
Indirect Reports:	TBC	
Māka Pūtea / Salary Grade:	10	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> • Te Kura Toroa and Directors • Ngā Pouwhakahaere • Te Mana Whakahaere and Governance committees • All TWoA Kaimahi
	External:	<ul style="list-style-type: none"> • Consultants • External Stakeholders (Contractors and Suppliers) • Taura, iwi, hapū and whānau • Relevant external agencies and providers

Pūtake Tūranga / Role Purpose

The primary purpose of the role Manager - Audit and Risk is to lead the audit and risk function at Te Wānanga o Aotearoa, developing and implementing strategies, plans, and policies to align with organisational objectives and Te Pae Tawhiti. The role oversees daily operations, ensuring integrity, accountability, and compliance with policies and requirements. It drives continuous improvement in risk management across the organisation. Reporting to Paemanu - Legal, Risk and Compliance, the manager collaborates with Te Ārai Tūpono, senior leaders, and business units to strengthen controls. The role directs an annual internal audit program and enhances enterprise-wide risk management through guidance, monitoring, and capability building. It integrates kaupapa Māori values, meets legislative obligations, and adheres to best practice assurance standards.

Key Responsibilities	Deliverables / Accountabilities
<p>Role Specific Requirements</p>	<p>Internal Audit Leadership</p> <ul style="list-style-type: none"> - Take a lead role in shaping and implementing the audit and risk strategy. - Lead the development and implementation of the annual internal audit plan aligned to strategic, operational, and compliance risk areas. - Design and deliver internal audits that assess the effectiveness of systems, processes, internal controls, and risk mitigation strategies. - Develop innovative audit approaches/practice. - Facilitate planning meetings, scope agreements, and exit briefings with key stakeholders to ensure audit transparency and relevance. - Monitor the implementation and closure of audit recommendations and provide assurance updates to the Director and Te Ārai Tūpono. - Prepare comprehensive audit and risk reports, including for the Director and Te Ārai Tūpono (Audit and Risk Committee), 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 risk and regulatory matters, ensuring the Paemanu (Director) Legal, Risk and Compliance is kept informed. - Evaluate and report on the effectiveness of internal controls, governance frameworks and risk management practices - Manage, maintain and continually enhance the organisational risk management framework, including systems, tools, and registers. - Lead the development and ongoing maintenance of the organisation's Strategic Risk Register. - Partner with ngā Pouwhakahaere to support identification,

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	<p>ownership, and active management of strategic risks within their respective uepū.</p> <ul style="list-style-type: none"> - Provide expert advice on governance, audit and risk management matters to diverse internal stakeholders, assisting them in addressing critical issues and enhancing their operational practices. - Lead the design and delivery of training across TWoA to help build organisational capability, performance and consistency ensuring activities meet audit and risk management requirements. - Facilitate risk reporting and prepare integrated risk dashboards and insights for governance, including Te Ārai Tūpono. - Oversee the assessment and prioritisation of risk using best-practice methodologies ensuring alignment with organisational objectives, compliance requirements, and Te Pae Tawhiti 2030. <p>Process Improvement</p> <ul style="list-style-type: none"> - 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 and reflect kaupapa Māori values. - Stay up to date with industry trends and regulatory changes that may impact risk management and process ensuring best practices are implemented within the organisation <p>Governance and Assurance</p> <ul style="list-style-type: none"> - Recommend effective and proportionate governance improvements to better mitigate risks associated with service objectives. - Contribute to the development of assurance strategies and continuous improvement initiatives. - Support the Director in preparing reports and advice for Te Ārai Tūpono and ngā Pouwhakahaere. - Coordinate external assurance activities (e.g. external audit or specialist reviews) as required. <p>Communications</p> <ul style="list-style-type: none"> - Lead internal audit and risk communications across TWoA.

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	<ul style="list-style-type: none"> - Compliance and Policy Interface and Oversight - Work in collaboration with compliance and legal colleagues to ensure alignment across audit, policy, and risk activities. - Lead and perform regulatory compliance audits. - Identify areas of compliance vulnerability and lead the development of mitigation plans. - Lead the development and review of policies that relate to audit, risk, and internal control. <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>Environmental, Safety and Wellness Management</p> <ul style="list-style-type: none"> - 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. - Report potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm.
<p>Driving for Business Performance:</p> <p>Role content specific to the relevant subject matter expertise or specialism of this role.</p>	<ul style="list-style-type: none"> - Accountable for service delivery, kaimahi performance, and taurira outcomes at a local level. - Builds high-performing teams. - Drives team culture and results.

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<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>	
<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"> - Coordinates with other functions to solve problems or deliver outcomes. - Encourages 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"> - Builds trust and team cohesion by setting clear direction for team and individual kaimahi. - Gives structured, regular feedback through kaimahi ora, that sets expectations and accountability, and encourages development of technical and competency skills, including cultural capability. - Ensures 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. - Escalates 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>	<ul style="list-style-type: none"> - Demonstrates Kaitiakitanga through responsible cost awareness and actions.

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<p>Scope of day-to-day transactional kaimahi leadership responsibilities, and Tāngata related decision-making authority.</p>	
<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.
<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"> - Reports 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. - Leads with empathy. - Supports kaimahi work-life balance.

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Other Duties	<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

Qualifications:	<ul style="list-style-type: none"> - Masters degree in auditing, risk management, or a related field. - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills:	<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. - CIA, CA, CPA or equivalent professional certification and Membership of CAANZ preferred. - Proven experience in delivering on internal audit engagements with a sound understanding of audit, internal control and risk management principles
Āhukatanga Māori	<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 resonate, and foster alignment, team building and achieve organisation purpose. <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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