

Principal Advisor, Risk and Accountability Position Description

Business Unit	Systems, Strategy and Performance
Location	Wellington
Type	Permanent Full Time
Last Updated	November 2024

Ko wai mātou | About us

The Water Services Authority - Taumata Arowai is the water services regulator for Aotearoa New Zealand. We are committed to ensuring all communities have access to safe and reliable drinking water every day. We also have an oversight role in relation to the environmental performance of public drinking water, wastewater, and stormwater networks.

Mō tēnei tūranga mahi | About this role

Position Purpose

The Principal Advisor, Risk and Accountability will act as a trusted advisor to the Chief Executive and the Senior Leadership Team (KOPA). The role will provide thought leadership across the Governance and Performance team's functions through high-level, strategic advice informed by strong relationships and an understanding of the wider operating environment for Taumata Arowai.

The role will lead the organisation's strategic risk management, responses to official correspondence including OIA requests, accountability planning and reporting, and organisational reporting processes to support sound decision making by KOPA, the Board and the Māori Advisory Group.

The Principal Governance and Performance Advisor is a member of the Governance and Performance team that manages and enables Taumata Arowai governance and reporting functions and accountability obligations.

Reports to	Governance and Performance Manager	
Staff	Nil	
Financial Authority	Nil	
Key Relationships	Internal	External

	Board Finance, Risk and Assurance Committee Māori Advisory Group Chief Executive and Senior Leadership Team (Kaihautū o Puni Arowai, KOPA) Systems, Strategy and Performance rōpū Legal team Communications team Managers and kaimahi	Minister's Office for OIAs Department of Internal Affairs (monitoring agency)
--	--	--

Key Accountabilities

It is likely that the scope and functions of positions within Taumata Arowai will evolve over time.

Leadership

- Support the Manager in developing an environment within the team that encourages innovation and collaboration
- Demonstrate commitment to developing personal Māori-Crown relations capability and creating a team and organisational environment that enables kaimahi to build their capability.
- Value and respect the diversity of contribution within the team and contribute to building an inclusive team culture
- Coach and mentor kaimahi, providing them with development opportunities to build their capability

Strategic advice

- Provide strategic advice to the Chief Executive, KOPA and governance members on changes, challenges, opportunities and risks in the operating environment
- Play a key role in leading the Governance and Performance team towards a strategic, future-thinking model across the support services being provided
- Support projects of strategic importance by working closely with other subject matter experts to manage political and reputational risks aligned with our strategic direction
- Be an active and trusted advisor across all levels of the organisation providing direction and strategic advice and supporting the translation of this into key documents and correspondence

Official Correspondence

- Lead the work programme for coordinating official correspondence, including parliamentary questions, working closely with the Governance and Performance Advisors
- Ensure complex or sensitive official correspondence and parliamentary questions are appropriately handled
- Provide support to the team in times of surge for drafting both official correspondence and ministerial services.

Accountability

- Lead the development of statutory accountability documents:
 - Statement of Intent (SOI),
 - Statement of Performance Expectations (SPE), and
 - Annual Report.
- Lead the development of the quarterly reports to the Minister and monitoring agency (DIA), and any ad hoc reporting required by the monitoring agency.
- Provide thought leadership and strategic analysis for strategic performance monitoring and reporting.

Risk management and internal reporting

- Oversee the management of the Success and Uncertainty framework (our risk management framework), including the maintenance of the framework
- Oversee monthly and quarterly reporting to Senior Leadership and the Board on organisational performance against key measures, including reporting on the Success and Uncertainty framework. This work is supported by the Governance and Performance Advisors.
- Provide thought leadership and strategic analysis for organisational performance and risk management at Taumata Arowai.

Relationship Management

- Support the Manager with the relationship with the monitoring agency (DIA) and the auditors in relation to accountability documentation.
- Develop and maintain effective working relationships with internal stakeholders, including the Chief Executive and KOPA, to achieve Taumata Arowai outcomes
- Build and maintain effective working relationships with Board members, including the Finance Risk and Assurance Committee Chair
- Contribute to the delivery of response activity in Taumata Arowai as needed

Health and safety for self

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do and follow relevant procedures or instructions in the event of an emergency
- Cooperate in implementing return to work plans
- Comply with Health, Safety and Wellbeing policies

Ko koe tēnei | About you

Qualifications

- Relevant tertiary qualification or equivalent experience (Governance, Arts, Public Policy, Law, Business)

Experience

- 10+ years experience in similar roles, or roles with relevant cross-transferrable skills
- Experience providing strategic advice to Chief Executives, Leadership Teams, and governance committees
- Extensive experience and comfort working within a change environment
- Experience and ability to test advice to ensure end-product is truly fit for purpose
- Experience working in a Crown entity or government department
- Experience working on/with an organisation's external accountability, planning and reporting requirements highly desirable

Knowledge

- Strong knowledge of the public policy making process and the political, social, economic, and environmental context that Taumata Arowai operates in
- Strong knowledge of the machinery of government and ministerial/parliamentary protocols and procedures
- Strong understanding of the Official Information and Privacy Acts.
- Strong understanding of public sector accountability frameworks and external reporting processes
- Strong understanding of organisational risk management
- Understanding of existing landscape of policy for water services is highly desirable

Skills and Attributes

- Demonstrated strong political neutrality and acumen is a must
- Demonstrated strategic capability and the ability to consider longer term and broader implications when making decisions
- Demonstrated credibility to provide advice to Boards and/or Ministers
- Demonstrated credibility with senior leaders to engage, influence and challenge where necessary
- Ability to work under pressure, manage ambiguity and demonstrate resilience
- Ability to deal with complex and emerging issues in a calm, considered manner.
- Demonstrated commitment to understanding and application of the principles of Te Tiriti o Waitangi
- Demonstrated ability to mentor kaimahi in the machinery of government and accountability obligations