



Ngākau aroha Have heart

Kotahitanga Better together

Kia māia Be brave

Mahia Nail it

## Position Description

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<b>Title:</b>	<b>Manager Compliance and Integrity</b>
<b>Group:</b>	<b>Te Ama - Corporate Support</b>
<b>Reports to:</b>	<b>Head of Risk &amp; Assurance</b>
<b>Band:</b>	<b>19</b>
<b>Date:</b>	<b>May 2022</b>

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### Context

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**Our purpose** ***Waka Kotahi. Moving. Together***  
A land transport system connecting people, products and places for the thriving Aotearoa.

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**Group and team purpose**  
Corporate Support are enablers, advisors and are the people who keep the Agency safe. Corporate Support includes Finance, Legal, Risk and Assurance, Research and Analytics, Procurement, and Enterprise Change. For the Agency to be successful, Corporate Support needs to deliver quality services efficiently.  
  
The Risk and Assurance team is responsible for ensuring robust practices are in place to manage corporate risks and provides independent and objective assurance, business continuity, and enterprise risk management services to assist Waka Kotahi to achieve its objectives and effectively manage risks.

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**Position purpose**  
The purpose of this role is to lead the compliance and integrity function within the risk and assurance department for Waka Kotahi.  
  
The role is to ensure robust enterprise wide advisory and legislative compliance, conflicts of interest, protected disclosures, fraud and integrity frameworks, systems, processes, guidance and advice, monitoring and reporting are in place and operating effectively for the organisation.  
  
The role contributes to strategic planning and implementation of the Risk and Assurance Strategy and plan as part of the Risk and Assurance Lead team to enable Waka Kotahi to achieve its risk management and assurance objectives and lift the risk maturity across Waka Kotahi.

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**Key relationships**

Internal:

- Chief Executive,
- General Managers and Direct reports
- All other business groups
- Waka Kotahi Board and Board Sub-Committees (including Risk and assurance Committee)
- General Manager Legal (dotted line reporting on compliance matters)

External:

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- Office of the Auditor General
- Ministry of Transport
- Public sector risk and compliance advisors
- Other Government Agencies
- External risk providers, experts and stakeholders
- Associated risk professional bodies
- Probity advisers
- Auditors

## Dimensions

<b>Size of business unit:</b>	3-4 FTE
<b>Indicative budget scope:</b>	TBC
<b>Delegations:</b>	Refer to the NZTA Delegations Register
<b>Location:</b>	Auckland or Wellington or Christchurch

## What the position involves

### Accountabilities

As well as being accountable for the Waka Kotahi values and behaviours, your role has the following specific key accountabilities:

- Contribute to the strategic planning and implementation of the Risk and Assurance deliverables as part of Risk and Assurance Leadership team.
- Provide strategic compliance and integrity leadership input, advisory services and direction across Waka Kotahi
- Cultivate and support a collaborative, customer focused, curious environment that enables the group to thrive and achieve Waka Kotahi strategic outcomes.
- Foster a culture of transparency, openness and inclusivity that encourages everyone to identify risks and respond appropriately

### Assurance and Compliance

Enable and lead continuous improvement and adequate guidance, processes and controls to manage key compliance and integrity risks across Waka Kotahi including:

- Assurance monitoring and reporting on compliance and integrity matters
- Strategic advice, capability and awareness building across Waka Kotahi
- Managing protected disclosures and other integrity processes – integrity and policy breaches, whistleblower line
- Maintaining and oversight of Delegations Framework
- Development and maintenance of Legislative Compliance Framework and processes
- Development and maintenance of Fraud and Integrity Framework
- Embedding and ownership of key policies and supporting risk management and assurance processes including gifts, conflicts of interest, sensitive expenditure

There is an expectation that the role accountabilities may evolve over time. You may also be involved in other activities as part of a career and development plan. These will be reflected in your performance and development goals that are set in discussion with your People Leader.

### Working effectively with Māori

Te Ara Kotahi – our Māori Strategy – supports Waka Kotahi to work effectively with Māori and is underpinned by uara (values) and our mātaḥono (principles) of – Rangatiratanga, Manaakitanga, Kaitiakitanga, Whanaungatanga, Te Tiriti o Waitangi, Mana o te Reo, Huna Kore (no surprises approach), Auahatanga (creativity and innovation), Whakapono (integrity and honesty) and in recognition of Cultural Values.

As Waka Kotahi is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to

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New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies.

We accept our privileged role and responsibility to the partnership of the Treaty of Waitangi / Te Tiriti o Waitangi.

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## Values and Behaviours

Our values and behaviours underpin everything we do and form the core behavioural expectations for your role.

**NGĀKAU AROHA** *Have heart* means we have the wellbeing of our people, community and planet at the heart of everything we do. As Waka Kotahi we:

- Contribute to a safe and sustainable work environment.
- Show respect for all people.
- Treat others how we would like to be treated.
- Are inclusive and connected
- Look out for each other

**KOTAHITANGA** *Better together* means we achieve great things when we work together to build trusted relationships inside and outside of Waka Kotahi. As Waka Kotahi we:

- Build better relationships
- Join up our thinking and our doing
- Remove barriers to collaboration
- Seek and listen to others to learn and grow
- Invite conversation and feedback and always improve

**KIA MĀIA** *Be brave* means our outcomes are better when we bring courage and self-belief to our passion and purpose. As Waka Kotahi we:

- Speak up when it matters
- Challenge to achieve the right outcome
- Make and own the tough decisions
- Find different perspectives to challenge thinking
- Face up to the difficult issues

**MAHIA** *Nail it* means we create enduring legacy, delivering our best work every day. As Waka Kotahi we:

- Are clear on what's important
- Deliver on the right outcomes
- Hold ourselves to account
- Help others succeed
- Celebrate success

As a member of the public sector we also hold ourselves to the highest standards of integrity and conduct.

### SPIRIT OF SERVICE

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianeī, 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

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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.

More information on all the behaviours and standards are included in the Waka Kotahi Te Tikanga Whanonga – Our Code of Conduct.

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## Leadership expectations

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### Foundational expectations of People Leaders

As a People Leader at Waka Kotahi you will:

**KEEP EVERYONE SAFE** Keep safety and wellbeing front of mind for your people.

**COMMUNICATE** Have regular meetings with your team and other key stakeholders to maintain consistent updates and a two-way dialogue.

**COACH** Have quality 1:1's with your team on a regular basis to build rapport, prioritise workload, support through change, and make sure your people are clear on what's expected of them. You will prioritise PDP's and regular performance conversations to develop your people, address performance concerns proactively.

**DEVELOP AND RECOGNISE** Have regular development conversations with your team to support their growth, link development goals to business needs, and recognise them when they do a great job.

**SEEK AND ACT ON FEEDBACK** Regularly ask for and learn from feedback to improve our work environment and develop yourself.

**BUILD A SUPPORTIVE TEAM ENVIRONMENT** Foster an environment that is inclusive and supportive for your team. You will encourage your team to raise important issues or concerns and invite them to engage conflict in a constructive way.

**PREVENT BULLYING and HARASSMENT** Know how to identify bullying and harassment in the workplace and not tolerate any bullying and harassment within your team.

**ENABLE SUCCESS** Ensure that your people have what they need to do their best work and manage key events during their time here well.

In addition to these foundational expectations, it is important that as a leader you are embodying and encouraging the Waka Kotahi values and behaviours.

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## The value you will bring

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As well as your leadership attributes, you will need to bring your 'know how':

### Knowledge and experience:

- Demonstrated leadership experience with significant experience in turning strategy into action
  - Extensive experience in compliance and integrity reporting and providing advisory services
  - Comprehensive knowledge of best practice compliance and integrity frameworks
  - Ability to think strategically and anticipate risks and issues before they arise
  - Experience leading teams supporting a broad range of work in a demanding environment
  - Ability to build relationships with key senior people and leverage those relationships to build consensus and create strategic alignment
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- Build connections across an organisation in order to identify legal, compliance and other strategic risks
  - Strong verbal and written communication skills
  - Exceptional ability to facilitate, influence and persuade, including connecting the right people together to resolve complex issues.
  - An innovator who can identify solutions to complex problems and find new ways of achieving organisational outcomes.

**Qualifications:**

- 10-15 years PQE tertiary qualification in law, risk, assurance or other relevant qualification.

You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.

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