

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Director Business Assurance	New Zealand NZTE offices	Nil	Strategy, People and Partners (SPP)

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”

“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

This is a key role within New Zealand Trade and Enterprise for providing independent, objective internal audit and risk advisory services to keep us safe and improve our organisation's operations by assessing if our policies and procedures are operating in a way that is effective, efficient, and trustworthy.

WHAT'S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

- Support NZTE by executing a dynamic programme of internal audits and risk reviews, by providing risk advice to NZTE's leaders and their people and by supporting the implementation of audit recommendations.
- Work collaboratively across NZTE with individuals and teams to perform internal audits and share insights. This can include conducting and overseeing (managing) control testing, project reviews and other assessments.
- Advise, present and / or report to senior management and NZTE's Audit and Risk Committee on risk and assurance matters.
- Provide risk management advice, including advice on managing conflicts of interest and risk advice for specific initiatives or projects.
- Assist the Director Business Assurance in the development of the NZTE annual assurance programme.
- Build and maintain strong relationships with key leaders and subject matter experts across all NZTE groups, to enable efficient and effective internal audits, and to support the provision of timely, astute advice.
- Act as a trusted advisor to the Director Business Assurance, Lead Team and the Board's Audit and Risk Committee. This means always acting with the highest integrity and objectivity.

Success in this role means:

- Being accessible to all NZTE people, regardless of location or role.
- Modelling high standards of integrity, ethics and behaviour.
- Leading others in the execution of internal audits by setting clear expectations, providing timely and growth-focused feedback and ensuring the audits address NZTE's key risks (including the right recommendations where necessary).
- Assisting the Director Business Assurance in the development and execution of the NZTE assurance programme.

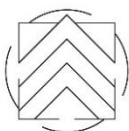
WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

- A partner for our people. Someone who thrives on working collaboratively and contributing to our positive One Global Team culture.
- A strong communicator. Your exceptional interpersonal skills will assist you to connect with the broader NZTE team. You will be enthusiastic, resilient and a great communicator that can easily build rapport by developing strong, and trusted relationships.
- Curious or inquisitive. It is central to our role that we always want to understand how things work, why they work as they do and how they might be better.
- Confident leading internal audits and working independently. Given that the team is small, you will work mostly without supervision and, at times, you may lead others to conduct internal audits. You will have effective organisation skills relating to communicating, planning, project management, prioritising and meeting deadlines.
- You will have strong stakeholder management and influencing skills at the senior management level and be comfortable preparing and presenting reports to the Lead Team, the Audit and Risk Committee and others as required.
- Experienced working in professional services, or in an organisation's internal audit or risk management team. You will likely have a degree in a management or finance discipline with professional auditing or accounting qualifications (Institute of Internal Auditors, Chartered Accountants Australia and New Zealand) or equivalent.
- Passionate about our mission, our people and our purpose. You will possess the energy to help New Zealand businesses succeed on the global stage.

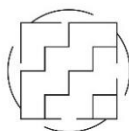
Our characters | Ō mātou uara

- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

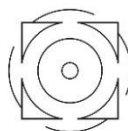
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



AMBITION
Drives us



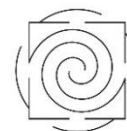
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as *"enhancing mauri to deliver impact"*.

