Business Integrity Administrator

To support effective governance and assurance activities for the organisation. This includes coordination and provision of support to cross organisational assurance activities, including insurance, official information requests under the Local Government Official Information and Meeting Act (LGOIMA), Delegation Management and Risk Management.

Our Tikanga

Whanaungatanga
(fostering relationships and a sense of connection)

- We build on relationships established through shared experiences and working together.
- We get to know each other and take time to greet each other.
- We create opportunities to build relationships and share knowledge with a diverse range of people.
- We value the people around us and their unique contribution to the organisation.

Manaakitanga
(showing respect and care for others, hospitality, kindness and support)

- By showing manaaki we lift the mana (prestige) of all involved.
- We are part of the community and care about outcomes for external and internal customers.
- Our interactions with customers will respect and support their needs.

Kotahitanga
(unity, solidarity, togetherness and collective action)

- We have one shared direction and we all work together towards achieving it.
- We will stop doing anything that strays us from the agreed path to success.
- Our processes lead us to unified outcomes for our customers.
- We speak as one voice.

Atawhaitanga
(protection, stewardship, trust and a responsibility for long term outcomes)

- We deliver our responsibilities in the management and sustainability of our District in a trustworthy way.
- We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

Our expectations

As part of the Whangarei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational tikanga, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team
- deliver our services in a way that is best for the district (as opposed to best for the Council), and
- use our organisational tikanga to guide our decision making.

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Business Integrity Administrator – that's your primary task at Whangarei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're continually looking at better ways of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

- Manage the Council response to official information requests under the Local Government Official Information and Meetings Act (LGOIMA), including liaison with cross organisational stakeholders and legal counsel as appropriate.
- Manage at least one of the regular assurance activities including, but not limited to, quarterly Risk and Audit Committees, annual insurance renewal process, legislative compliance process, internal audit actions report, and delegations management.
- Progress insurance claims and work with Council's insurance broker to see claims through from notification to settlement.
- Support to the Risk Management Adviser for other assurance activities across the organisation to help departments manage operational risk. Liaise with operational teams to look at ways to reduce these risks ensuring that risks are reported as required.
- Providing support to the wider department as required.

What we all do

- Demonstrate a commitment to cultural awareness in all aspects of work and development.
- Demonstrate a commitment to Council's Diversity policy in all aspects of work and development.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required

Customer service

- Demonstrate a "customer first" culture within the team, department and in the wider organisation.
- Act as a Customer Advocate in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Contribute to the development of customer focused policies and procedures.

Health and safety

- Accurately and promptly report all accidents, incidents and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

What you will bring

- Related qualification or equivalent relevant experience.
- Strong administration skills and experience working at different levels of an organisation.
- Excellent reading comprehension with a high level of attention to detail.
- Ability to think critically and consider related information in decision making.
- Ability to develop strong understanding of organisational systems and processes.
- Ability to explain technical processes in everyday language.
- Strong time management skills and ability to manage multiple workstreams.
- Ability to build strong relationships.

- Ability to operate effectively with a high level of diplomacy.
- Understanding of the Local Government Act and Local Government Official Information and Meeting Act.

Additional Information

Financial responsibilities – Nil

Position Grade – Grade 13

Organisation Chart – see below

