

Position Description

Position Title - Ingoa Tūranga
Compliance Manager (403828)

Group - Puni
People & Operations Group

Division - Tānga
Asset Management Division

Reports to - Menetia
Strategy, Planning and Performance Manager

About the Public Service - Mō te Ratonga Tūmatanui

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act 2020 ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ē anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hapori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The public service works collectively to make a meaningful difference for New Zealanders. The Public Service Act 2020 states that the purpose of the public service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi/te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the public service in our work.

About the Ministry - Mō te Manatū

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges.
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections.
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore.
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

Our values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Ministry recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Ministry's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

The Asset Management Division (AMD) is responsible for leading the strategic asset planning and management of MFAT's property and asset portfolio. MFAT operates a network of 350+ Chancery, Official Residence and residential staff premises overseas, providing secure, functional work and living environments for staff to support and conduct the Government's official business effectively. AMD is also responsible for MFAT's vehicle fleet.

The Compliance Manager leads MFAT's asset-related compliance and safety assurance across the global property portfolio. The role acts as the Ministry's leading authority on property compliance, with accountability for setting enterprise-side standards, frameworks and expectations to ensure buildings and assets meet relevant regulatory, legislative and safety requirements. This includes overseeing the consistent identification, monitoring and management of compliance risks across the portfolio and supporting safe, fit-for-purpose assets and confidence decision making across the portfolio.

The role provides trusted, expert leadership and applies technical expertise across building, fire, health and safety and regulatory systems, standards and processes. It ensures these requirements are applied consistently and proportionately to risk across varied and complex international operating environments.

Reporting to the Strategy, Planning & Performance Manager, the role plays a critical assurance function by embedding compliance and safety requirements into asset planning, development, delivery and performance processes. Through clear communication and effective engagement, it works with stakeholders to support consistent understanding and application of compliance obligations. The Property, Compliance, H&S Manager strengthens clarity around expectations, reduces reliance on informal judgement and supports defensible, risk-based decision-making across the asset lifecycle.

The role does not manage service delivery or operational health and safety directly. Instead, it focuses on setting standards, providing assurance, and enabling organisational capability, contributing to safer, more resilient assets, reduced enterprise risk, and greater organisational confidence in MFAT's asset management system.

Key Accountabilities - Kawenga Matua

Compliance Frameworks and Standards

- Define, implement and continuously improve MFAT's asset-related compliance frameworks, standards and guidance across the global property portfolio, including building, fire, safety and regulatory requirements.
- Set clear, risk-based compliance expectations that are proportionate to asset type, condition and operating context. Monitor changes in relevant legislation, codes and standards, and translate these into practical, organisation-wide requirements and guidance.

Assurance, Monitoring and Risk Management

- Design, implement and maintain assurance approaches that provide confidence assets are safe, compliant and fit-for-purpose.
- Identify, monitor and report on compliance risks, issues and trends ensuring visibility and consistency across the portfolio, at an enterprise level.
- Provide clear, defensible assurance to senior leaders and governance forums on asset compliance and safety performance.
- Support the prioritisation of compliance-related investment and remediation based on risk, impact and consequence.

Integration Across the Asset Lifecycle

- Embed compliance and safety requirements into asset planning, development, delivery and performance management processes.
- Work closely with the Technical Asset Manager to ensure alignment between compliance expectations, technical standards, and condition assessments.
- Partner with development specialists and Capital Programmes team to integrate compliance considerations early in project design, planning and delivery.
- Collaborate with Portfolio Managers and offshore posts to support consistent understanding and application of compliance expectations in varied operating environments.
- Engage with Finance, Security, and other corporate functions as needed to ensure compliance risks and obligations are effectively reflected in planning, prioritisation and decision-making.
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Advice, Influence and System Capability

- Provide specialist advice and guidance on asset-related compliance and safety, drawing on strong technical knowledge across regulatory systems, standards and processes posts and stakeholders as required.
 - Communicate requirements clearly and work with stakeholders to support informed decision-making and consistent application of compliance obligations.
 - Build and strengthen system capability by establishing consistent frameworks, tools and practices that enable compliance to be applied effectively across functions and locations.
 - Lead continuous improvement of compliance and assurance practices, lifting system maturity and enabling more consistent, risk-informed outcomes and effectiveness across the portfolio over time.

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business.
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Treating information as taonga, and creating reliable and trustworthy records in approved systems so that they can be found and used by others
- Participate in Ministry-wide projects and emergency responses as required.

Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Compliance Manager will have the following experience, skills and knowledge:

Experience

- Experience in asset, property or facilities compliance, assurance or safety roles, ideally within complex, asset-intensive or public-sector environments.
- Demonstrated experience interpreting and applying building, fire, health and safety or regulatory requirements across complex asset portfolios.
- Experience providing compliance advice and assurance to senior leaders, governance or decision-making bodies.
- Experience influencing investment decisions, prioritisation or risk management outcomes through compliance and assurance insights.
- Experience working across technical, delivery and operational functions to embed compliance into planning and decision-making.
- Experience contributing to system-level uplift or maturity improvement in compliance, assurance or risk practices.

Skills and Knowledge

- Strong understanding of asset-related compliance and safety obligations, including the application of standards and codes across varied operating environments.
- Ability to assess compliance risk, consequence and trade-offs and support risk informed, defensive decision-making in complex, risk-sensitive environments.
- Well-developed ability to translate complex regulatory and technical requirements into clear, practical and actionable guidance for non-specialist audiences.
- Effective written and verbal communication skills, with the ability to convey complex information clearly and tailor messaging to different audiences.
- Strong influencing capability, with the ability to support stakeholders to make informed decisions and meet compliance expectations.
- Ability to build and strengthen system capability, including establishing consistent frameworks, tools and practices that enable effective compliance.
- Strong written and verbal communication skills, with the ability to provide clear, defensible advice.
- Sound judgement and the ability to navigate ambiguity and competing priorities appropriately.
- Strong collaboration skills, with the ability to work effectively across functions, disciplines and global locations.
- Sound understanding of tikanga and Te Tiriti o Waitangi principles, and the ability to apply these appropriately within the Ministry's operating context.

Qualifications

- A relevant tertiary qualification in building, construction, facilities management, health and safety, engineering or a related discipline, or equivalent practical experience.

Relationships - Pātahitanga

The Compliance Manager position is required to build and maintain the following relationships:

Within the Ministry:

- Asset Management Division leadership and staff
- Finance, Security, KIA and PDS teams
- Project Managers, governance groups and working groups
- Other MFAT staff, both onshore and offshore

Outside the Ministry:

- Technical Specialists
- Government agencies with representation overseas
- Counterparts across other Government agencies and the broader public service
- Counterparts across other Foreign Services
- Consultants/Suppliers
- Third party providers

Delegations - Whakatautapatanga

- Delegations are set out in the Ministry's Instrument of Delegation.

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must hold New Zealand citizenship or permanent resident visa
- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.

References

- **Ministry's Strategic Intentions**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>