



WHANGANUI
founded in
1892



WAIRARAPA
founded in
1896



MANAWATŪ
founded in
1902



HOROWHENUA
founded in
1987

Corporate Assurance & Risk Officer

Kaupapa | Purpose

This role is responsible for providing support of UCOL's compliance obligations and processes, contract management and procurement processes to ensure legal, regulatory, and policy adherence while supporting operational efficiency and minimizing organisational risk.

The Corporate Assurance & Risk Officer acts as a key liaison between managers, staff, and external stakeholders to promote a culture of integrity, accountability, and continuous improvement in risk and compliance practices.

Location: Palmerston North

Reports to: Manager Corporate Assurance and Risk

Team: Corporate Assurance and Risk

Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

Tō Mātou Pūtake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Tā mātou whakahaerenga | Our Organisation

UCOL's roots began in 1892 in Whanganui, joined by Wairarapa in 1896, Palmerston North in 1902 and Horowhenua in 2017. Adapting to the growing needs of a young nation, UCOL's innovation and agility has a compelling track record.

UCOL in its many forms has been part of the community for more than a century. We are a proud example of a successful Institute of Technology and Polytechnic. We have a rich heritage and much to contribute to the future of vocational learning. UCOL is a valued and essential partner and is known for leading vocational education and training opportunities



Ngā mahi | Do

Systems and Support

- **Administer and maintain Corporate Assurance and Risk systems** (ComplyWith, Contract Eagle, Protecht, Policy and Procedure Framework) and related processes, including regular reporting and performance analysis.
- **Support the Manager Corporate Assurance and Risk** with Official Information Act and Privacy Act requests, internal audits, policy management, project delivery, process improvement initiatives, and other tasks as required.
- **Provide general administrative support** for other tasks as required.

Compliance and Risk

- **Assist with Official Information Act and Privacy Act requests**, including compiling and preparing information for release.
- **Provide advice** on legal compliance issues, contracts, procurement, and associated processes.
- **Administer and coordinate compliance activities**, including the semi-annual legal compliance survey, tracking and follow-up of corrective actions, and the Copyright Survey.
- **Provide support in risk activities**, including assisting with risk assessment, mitigation activities, and related initiatives.
- **Maintain the UCOL records and archives**, including the UCOL records disposal schedule and oversight of external archives.
- **Foster awareness and best practice** in institutional records management, compliance, and governance across the organisation.

Contract Management and Procurement

- **Support organisation-wide contract preparation and drafting**, including providing back-up in the absence of the Senior Contracts Advisor.
- **Perform regular contract audits**, addressing unsigned or outstanding contracts in collaboration with relevant Teams.
- **Procurement support** – Provide administration support for UCOL procurement processes including managing and providing advice in the preparation of tender documents and uploading onto GETS.
- **Maintain the UCOL Contract and Procurement Toolkits**, ensuring accuracy and relevance through engagement with internal and external expertise.

Training

- **Deliver training** to staff and managers on key Corporate Assurance and Risk systems, processes, procurement, and contract management. Develop and maintain training guides.
- **Deliver training and guidance** on institutional records management processes and best practices, promoting awareness and consistency across UCOL.

Pūkenga | Have

A relevant recognised qualification or equivalent experience aligned to the key responsibilities of the role.

Proven senior administrative experience with expertise in processes, procedures, and best practices, complemented by strong skills in contract management and procurement, with a solid understanding of compliance requirements.

Demonstrated technical competence, with proficiency in a wide range of systems and software applications.

Basic understanding of key legislation, including the Privacy Act 2020 and the Public Records Act 2005.

Proven ability to deliver exceptional customer service, with strong written and verbal communication skills and a talent for building and maintaining positive relationships.

Skilled at managing multiple, competing priorities with efficiency.

Strong problem-solving skills, with the ability to generate alternative solutions.

Self-motivated and adaptable, with the initiative to identify and act on opportunities while readily embracing new challenges and responsibilities.

A degree of understanding and recognition of Te Ao Māori and Mātauranga Māori

Full Drivers License



Standard clauses

Health and Safety Clause (all Kaimahi)

Under the Health and Safety at Work Act 2015, you must take reasonable care of your own health and safety and that of others affected by your actions at work. This includes complying with UCOL's health and safety policies, procedures, and relevant legislation. You must identify and report hazards promptly, use equipment and PPE correctly, report incidents and near misses immediately, and participate in health and safety training and initiatives. Active engagement in improving health and safety practices is expected.



Waiaro | Be

Ngā Uara | Our Values

Whanaungatanga | Relationships

Connecting with people and establishing meaningful relationships built on trust and integrity is vital. Great relationships result in collaboration, partnerships and unity. At UCOL, we embrace diversity and inclusivity for all people.

Kia eke panuku, eke Tangaroa | Excellence

Everywhere we look at UCOL we seek innovation and quality that defines us as a high performing institute. We strive for excellence in our programmes, our teaching methods, our resources and systems and processes. We want to see people excelling at what they do and are proud of what we achieve.

Te huringa tangata | Transformation

Transformation requires inspiration, and bold, courageous behaviour. We take pride in being a part of the transformation that occurs in our students as they become successful graduates and alumni. UCOL is always looking at fresh ideas.

Kia kakamā | Agility

Agility is about us working in many different ways, being adaptable and agile in the way we work with others. Through engagement, empowerment and innovation we develop deeper understanding and discover new ways of achieving our goals.

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal:

Manager Corporate Assurance & Risk,
UCOL support teams, staff and managers
across all UCOL campuses

External:

Ākonga, Office of the Ombudsman, Office
of the Privacy Commissioner, NZ
Government Procurement, Copyright
agencies, Archives NZ, UCOL contractors
and service suppliers

Resource delegations and responsibilities:

Nil.

