

13th February 2016

18 Sutherland Crescent
Melrose
Wellington 6023

Ministry of Business, Innovation and Employment
Wellington

Re: Risk Profiling Analyst

Dear Sir/Madam,

I am applying for the position of Risk Profiling Analyst as I believe the combination of my work experience and recent academic study qualifies me well for this role. It appears from the job description that discretion, integrity and a strong ethical framework on which to base decisions are integral to the role and I am certain I would fulfil those requirements.

In regard to the skills and experience required I have:

- A sound understanding of risk management principles and through my role as a member of the IHC Board of Governance have experience at a governance level in developing risk profiles/tools. IHC has continually reviewed its management and reporting of risk over the past two to three years resulting in considerable improvement in risk awareness and a change in focus of the Finance and Audit committee to Audit and Risk.
- In-depth knowledge of and interest in geo-political climates and international affairs cultivated over many years of avid following of international and domestic affairs.
- Highly developed research, analytical, and writing skills. These skills have been recently honed through the completion of a Masters degree where I received A passes for the majority of my papers, particularly those relating to strategic thinking and analysis.
- An ability to communicate complex issues in plain English which is extremely important to communicate effectively not only with people with an intellectual disability but also with their families and carers and the sector. I am also experienced at adapting my written and spoken language appropriately for my audience – plain English wherever appropriate, colloquial, conversational writing for television proposals and academic prose for more complex work.
- Experience of identifying and mitigating actual or potential risks consciously is a relatively new skill developed through the focus on this by the IHC Board of Governance in response to changes to legislation and the impact of those changes to governance responsibilities. However, I have had to be very risk aware as I have brought up my disabled son to live with confidence out in the world at large. This high level of alertness has resulted in an ability to anticipate unintended consequences and potential risks and mitigate where possible.
- Excellent inter-personal skills and the ability to quickly establish and build strong working relationships are my strengths. I am socially confident and my life experience has honed my empathy and intuitive listening skills enabling me to establish genuine rapport with people from all walks of life.
- Knowledge of the functions, philosophies and operational practices of Immigration New Zealand (and in particular the operating environment of this role) gained from information publically available and the ability to acquire more of this knowledge.

In addition to these skills and experience I have the resilience and courage to take a stand and challenge the status quo when necessary. This combined with a strong sense of social justice, responsibility and human rights has, for example, enabled me to effectively advocate for changes in services for people with intellectual disability that supports them to access the equal rights and responsibilities of citizenship.

Applicants must hold NZ citizenship or permanent residence.

Applications close at 5pm, Sunday 14th February 2016