



Job Title	Senior Advisor, Policy
Reports to	Manager Policy
Band	17
Location	Wellington
Last reviewed	July 2024
Delegations	None

About the Ministry

The Ministry for Regulation (the Ministry) is a small government agency with a big job to do. The Ministry works to improve the efficiency and effectiveness of regulation and regulatory systems for New Zealanders by:

- Improving the quality of new regulation
- Improving the functioning of existing regulatory systems
- Raising capability of those who design and operate regulatory systems
- Providing continuous and enduring improvement of the regulatory management system

Our values



We make a difference
Ka whakaaweawe tātou



We empower
Ka whakamana tātou



We are courageous
Ka whakamanawanui tātou



We put people at the centre
Ka manaaki tātou

About the team

The Policy business group serves as an integrated, professional, and thought-leading advisory group to the government. They are responsible for oversight and stewardship of the regulatory management system. This includes key advice on maintaining and enhancing the statutory and regulatory frameworks that govern the system (including expert economic advice), oversight of Regulatory Impact Analysis and quality assurance and expert advice on new regulatory proposals.

About the role

The Senior Policy Advisor is a team member position at the Ministry for Regulation. The Senior Policy Advisor is a key role in supporting the delivery of the team and providing thought leadership in areas which they are actively working on. The specific work and focus of the individual will change over time to reflect the priorities of the Ministry and Minister for Regulation.



Depending on the focus area of the Senior Advisor, they may:

- undertake complex policy analysis, lead development of innovative, practical and durable policy options (including through engagement with stakeholders) and provide authoritative policy advice in areas that may be complex and sensitive
- take the lead in delivering and/or project managing specific pieces of policy work, including providing day to day support and coaching to other team members who are working with them
- take responsibility for the day-to-day operation of significant aspects of the regulatory impact analysis system and its continual improvement, and QA regulatory impact statements
- contribute to larger, highly complex projects where others have the accountability for the delivery of a series of related outputs
- help develop approaches to understanding regulator performance, including advanced or innovative approaches to gathering and analysing performance information, and collaborate with other central agencies in doing so.

Key accountabilities and deliverables

Policy activities and tasks

- Lead, scope, shape, plan and manage policy projects in risky, complex, ambiguous or sensitive areas.
- Contribute to developing a strategic view of the policy agenda in the medium and long term and analyse policy issues in a strategic and system context.
- Apply advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options.
- Apply advanced system, strategic and critical thinking, clear and logical reasoning and sound judgement to analyse policy issues.
- Critically synthesise information from a wide variety of domains and use in-depth knowledge of the policy area to draw sound conclusions based on the judicious use of the available evidence.
- Has established some areas of subject matter or domain depth.
- Lead engagement with stakeholders and other government agencies to ensure the advice provided is practical and effective.
- Develop innovative, practical, effective and durable policy options that will help to achieve the desired outcomes.
- Provide clear, accurate and well-reasoned policy products that anticipate and meet the needs of the Minister and communicate complex issues and concepts clearly and succinctly.



Support to the Minister

- Lead and/or contribute to writing reports, Ministerial briefings, speeches and Cabinet Papers as requested
- Provide input to responses to Ministerial correspondence, Official Information Act requests, parliamentary questions and other ad hoc requests from Ministers.

Work management

- Use project planning techniques to effectively carry out the agreed policy work, using initiative to resolve most conflicts, manage risks and coordinate work with others.
- Works with some guidance on the overall policy objectives, within the resources available and provides timely reports on progress.
- Leads multiple pieces of work concurrently and actively and independently plans and manages workload.
- Take a leadership role in cross-Ministry and cross-government policy projects.
- Chair and contribute to meetings, including where matters are complex or sensitive, require negotiation or solutions.

Relationship management

- Initiate, build and maintain a broad range of effective, professional, and collaborative relationships and networks with relevant people for the purpose of understanding, influencing and enriching advice.
- Coordinate activities within and between the Ministry and other stakeholders.
- Consistently demonstrate respect and empathy to others, and support for colleagues.
- Manage knowledge information appropriately so that it is easily available for other staff

Capability development

- Take responsibility for own professional development, working with manager, to seek opportunities to learn.
- Lead small project teams and understand and utilise the capability of team members to deliver high quality project outputs.
- Provide intellectual leadership by bringing new ideas and knowledge to policy discussions and may lead strategic conversations in some policy areas.
- Provide supervision, guidance, coaching and mentoring and on-the-job training to team members.



About you

You will have:

- A tertiary qualification or equivalent experience working in government
- The legal right to live and work in New Zealand
- Personal integrity, sound judgement and an honest and ethical approach
- Strong written and verbal skills, and numerical literacy, with the ability to communicate complex issues and concepts clearly, succinctly and with influence.
- Advanced critical thinking, reasoning and judgement, with the ability to apply this to get traction on ambiguous and complex policy problems.
- Political nous, including an understanding of the context of the Government of the day and its priorities, and be able to demonstrate flexibility, adaptability and strategic agility as the needs and priorities of the Minister and the Ministry change.
- Strategic thinking capability that lets you identify what is important for the policy area in the long term, and system thinking to see policy issues in the wider context.
- Strong learning agility and be able to build requisite knowledge for different policy issues quickly.
- An outward-looking approach to building relationships with external stakeholders and other agencies, empathetically seeking to understand their different perspectives, and is able to manage differences of views and reflect them in advice.
- The knowledge and experience to apply different policy frameworks and tools, and navigate effectively and flexibly through standard policy advisory processes and Cabinet requirements, and you will be building your knowledge of public sector management and machinery of government.
- A willingness and growing ability to coach and support other members of the team.
- A willingness to contribute to the work of the wider Ministry, and its establishment.

Key relationships

Internal

- Managers in the Policy & Strategy Team
- Secretary for Regulation
- Ministry for Regulation teams

External

- Policy advisors in other agencies across the public sector



Health, Safety and Wellbeing

The Ministry for Regulation is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

Changes to Position Description

Positions in the Ministry may change over time as the organisation evolves and priorities change. Job descriptions may be updated accordingly to reflect those changes in consultation with you.