



Job Title	Advisor, Policy
Reports to	Manager, Policy
Band	15
Location	Wellington
Last reviewed	May 2025
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, improving and operating the Regulatory Impact Analysis system, and expert advice on new regulatory proposals (including utilising expert economic advice).



## About the role

The Advisor, Policy is a team member position at the Ministry for Regulation. As part of the Policy team, Advisors play an essential role in supporting the overall capability and delivery of the team. 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 advisor, they may:

- gather evidence, analyse policy issues, develop policy options and prepare policy advice for defined policy issues
- support the operation of the regulatory impact assessment system
- contribute to larger, more complex projects where others have the accountability for the delivery of outputs
- gather and analyse evidence about the performance of regulators.

## Key accountabilities and deliverables

### Policy activities and tasks

- Sets policy advice within a broad political, economic and strategic context, and conducts analysis within the medium and longer term policy agenda.
- Apply standard frameworks, principles, tools and approaches for the purpose of analysing policy issues or determining the application of regulatory impact analysis requirements.
- Apply critical thinking, and clear logical reasoning to all analysis and advice.
- Gather, analyse and assess key information and evidence from a variety of sources; demonstrate appropriate judgement and pragmatism for the nature of the issue in terms of the range and nature of the sources selected.
- Establishes a sound base of content knowledge and demonstrates learnings about how to be guided in this process by the policy agenda.
- Engage effectively with delivery agencies, stakeholders and other government agencies.
- Contribute to developing practical and effective policy options that will help to achieve the desired outcomes.
- Provide clear, accurate, and well-reasoned policy products that are targeted to the audience.



## **Support to the Minister**

- Contribute to, and in some cases lead, writing reports, Ministerial briefings and speeches and Cabinet Papers as requested.
- Provide input to responses to Ministerial correspondence, OIA requests, parliamentary questions and other ad hoc requests from Ministers.

## **Work management**

- Works with direction and guidance on what is required and with supervision on new, difficult, or unusual assignments.
- Plans and coordinates process and manages and delivers work and other activities collaboratively amongst Ministry staff and between the Ministry and stakeholders.
- Actively and independently plans and manages own projects and workload.

## **Relationship management**

- Maintains effective, professional and collaborative relationships with relevant people both inside and outside the Ministry. Draws upon multiple relationships to exchange ideas, resources, and know how. Actively seeks to build and maintain a network of contacts.
- Manages knowledge information appropriately so that it is easily available for other staff.

## **Capability development**

- Takes responsibility for own professional development, working with manager, to seek opportunities to learn.
- Supports less experienced colleagues and may act as a coach and share knowledge and skills. May review policy work and provide quality control.

## **About you**

You will:

- Have a tertiary qualification or equivalent experience working in government.
- Have the legal right to live and work in New Zealand.
- Have personal integrity, sound judgement and an honest and ethical approach.
- Be building your knowledge of a range of policy frameworks and methods (ideally including previous experience in regulatory policy), and able to apply appropriate approaches to policy issues.
- Use critical thinking, clear logical reasoning, and judgement, to shape an ambiguous issue into a tractable problem; identify its root causes; draw inferences and use the available evidence in the development of policy options.
- Have strong written and verbal communication skills.
- Have learning agility – you're able to make a start on analysing issues without the total picture.



- Proactively build requisite knowledge for different issues quickly, draw on knowledge of the subject area, use information and evidence from multiple and diverse sources.
- Build relationships with people to understand their perspectives, and both empathetically and critically reflect perspectives in advice.
- Evaluate the potential risks and impacts of policy solutions and advice generally.
- Be establishing a working knowledge of machinery of government and public sector management frameworks.
- Be willing to contribute to the work of the wider Ministry

## **Key relationships**

### **Internal**

- Managers in the Policy 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.