



Job Title	Manager, Regulatory Reviews
Reports to	Deputy Chief Executive, Reviews and System Capability
Band	20
Location	Wellington
Last reviewed	July 2024
Delegations	Level 3
Team	7 direct reports

About the Ministry

The Ministry for Regulation 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 Reviews and System Capability business group serves as an integrated, professional, and thought-leading advisory group to the government. The business group is responsible for strategically and operationally leading key programmes of work by:

- Uplifting regulatory system capability using a variety of interventions and mechanisms; and
- Improving regulation and regulatory systems by undertaking targeted reviews of varying scope and scale.

The group engages with regulatory agencies, regulated parties and other relevant stakeholders, leveraging existing and international evidence where feasible. Collaborating closely with relevant



agencies, the team aims to enhance outcomes, maintaining an independent and objective stance while supporting the agencies to make necessary improvements.

The group manages multiple reviews and initiatives at any given time. It manages a pipeline of work that involves scoping potential reviews, conducting them, recommending changes, monitoring outcomes, and ensuring lessons are learned. Review and project teams are assembled from across the business group based on the scope and scale of each piece of work, ensuring a blend of skills and expertise needed.

About the role

The Manager is responsible for building, managing, and overseeing a team of advisors at all levels, who conduct a range of regulatory reviews. This includes identifying the right skills and expertise, recruiting, developing and coaching, and managing individuals' performance. The manager will also be responsible for constructing and managing workplans and allocating resources within an operating model where expertise is drawn from across the group and is not assigned to specific teams.

The Manager will be expected to lead and maintain important stakeholder relationships across the public service, with regulated parties, and with the Minister and Minister's office.

Additionally, the role involves contributing to the Ministry's broader initiatives aimed at monitoring and improving New Zealand's regulatory systems and assisting in shaping the Ministry's operating model. Responsibilities will evolve over time to align with the priorities set by the Ministry and the Minister. As a small and agile ministry, the Manager will be expected to contribute to other work priorities and tasks as needed.

Key accountabilities and deliverables

- Recruit and develop the right skills and expertise needed to deliver high quality advice, thinking and results.
- Effectively manage team performance by setting clear objectives, measuring and monitoring progress and results, and providing regular feedback.
- Actively encourage professional and personal development for all team members.
- Manage workflow including appropriate planning, resourcing allocation, prioritisation, and quality assurance of work.
- Take the lead in planning, delivering and/or project managing specific pieces of work, including providing day to day support and coaching to other team members who are working with them. This may include taking the lead on a review.
- Deliver influential advice for senior leaders, stakeholders, and Ministers that help deliver the government's priorities and meet the government's obligations, while appropriately considering all the pros and cons.



- Provide strong leadership across the Ministry to support its wider responsibilities and strategic goals, including supporting and managing change initiatives effectively.
- Role model appropriate behaviours and Ministry values.
- Plan and lead engagement with a wide range of regulated parties, regulatory agencies and other stakeholders.
- Establish, lead and maintain excellent collaborative relationships with key stakeholders.
- Influence regulatory agencies at all levels to identify and drive change where needed.
- Contribute to the Ministry's public profile and respond to public enquiries.

About you

- Advanced critical thinking, reasoning, and judgement, with the ability to apply this to get traction on ambiguous and complex problems.
- Experience leading teams dealing with complex policy and/or regulatory issues.
- Significant expertise in either regulatory policy/design or regulatory practice/implementation.
- The ability to distinguish good versus bad regulatory practices and understand what drives them.
- The ability to understand and negotiate through the different perspectives and dynamics of all the actors in a regulatory space.
- The ability to learn quickly.
- Experience working with regulated parties and be able understand their perspectives and what they need.
- Excellent relationship building, listening skills, and political nous – including the ability to understand and negotiate through the different perspectives and dynamics of all the actors in a regulatory space and how they relate to Government objectives.
- Comfort and skill for engaging at different levels of seniority and be skilled at choosing the right time, place and level to resolve issues and influence organisations' behaviour.
- Excellent writing skills, including the ability to write for different audiences.
- Sound judgement and political nous.
- Initiative and drive – with enough judgment to get it right most times and to know when to escalate or seek help.



Key relationships

Internal

- Secretary for Regulation
- Ministry for Regulation teams

External

- Minister for Regulation
- Regulatory agencies
- Other central agencies
- Regulated parties
- Other stakeholders and partners as needed

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.