



<b>Job Title</b>	Manager, Policy
<b>Reports to</b>	Deputy Chief Executive, Policy
<b>Band</b>	20
<b>Location</b>	Wellington
<b>Last reviewed</b>	November 2024
<b>Delegations</b>	Level 3
<b>Business Group</b>	Policy

## 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:

- Ensuring 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. It is 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 Manager, Policy is responsible for leading a team within the Policy business group. Focus areas of the policy teams may include:

- Providing overarching advice on the Regulatory Management System and identifying priority areas for improvement
- Supporting government agencies to fulfil their regulatory stewardship obligations
- Assisting agencies to comply with international obligations in relation to good regulatory practice
- Oversight and operation of the Regulatory Impact Analysis (RIA) system
- Providing advice to Ministers on regulatory policy proposals that have the potential for significant impacts on New Zealand's economy.

## About you

- Relevant tertiary qualification
- Proven experience in leading a team of policy professionals, with a strong record of providing guidance, mentorship, and oversight.
- Demonstrated proficiency in policy formulation and implementation, with a solid understanding of policy-making practices, public sector operations and regulatory frameworks
- Excellent organisational skills including planning, prioritising and delegating in a complex work environment
- Excellent written and verbal communication skills, including the ability to present complex information clearly in diverse situations
- A thorough understanding of the strategic context, current policy agenda, and priorities, and ability to use foresight and judgment to shape the work programme and policy projects, anticipating the needs and priorities of both the Minister and the Ministry
- Proven ability to engage and collaborate with diverse stakeholders.

## Key Accountabilities

<b>Team leadership</b>	<ul style="list-style-type: none"><li>• Lead a highly engaged team to deliver high quality and influential advice</li><li>• Embed organisational culture, values, and behaviours</li><li>• As part of the policy leadership team, manage workflow including appropriate planning, resource allocation and prioritisation of work</li><li>• Establish clear accountabilities, expectations, and performance standards with direct reports, and ensure that regular performance management and development are conducted</li><li>• Anticipate future resource needs and capability requirements, identify gaps, and address them through targeted recruitment, development, or other appropriate measures</li><li>• Contribute to strategic planning processes that support long-term Ministry objectives.</li></ul>
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<b>Policy development</b>	<ul style="list-style-type: none"><li>• Develop influential advice and implement outcomes to make a positive impact on Ministerial decisions</li><li>• Provide strong intellectual leadership, including setting up the strategic direction of advice, challenging advice as its developed, developing and sharing strategic views of how the Ministry can best meet the government's future needs</li><li>• Monitor QA processes that ensure the quality and timely delivery of work.</li></ul>
<b>Risk Management</b>	<ul style="list-style-type: none"><li>• Continuously monitoring risks, developing key strategies to manage them, conducting environmental scanning to anticipate new risks or changes in risk status, and contingency planning for areas where risks cannot be mitigated.</li></ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"><li>• Collaborate with government agencies to influence decisions and ensure different perspectives are included in advice being developed</li><li>• Drive and foster effective engagement with external organisations and contacts by identifying, cultivating, and maintaining an appropriate network of contacts.</li></ul>

The duties and responsibilities in this document are not exhaustive. The Manager, Policy may be required to perform other work which is consistent with the nature of the role.

## Key relationships

### Internal

- Secretary and Chief Executive
- Members of the Policy Leadership Team
- Managers and kaimahi across the Ministry

### External

- Government Ministers and their staff
- Other Central Agencies
- Key managers and kaimahi in other government departments
- Key stakeholders/industry groups as determined in discussion with the wider Policy Leadership Team

## 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.