



Job Title	Lead Advisor, Policy
Reports to	Manager, Policy
Band	19
Location	Wellington
Last reviewed	December 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, improving and operating the Regulatory Impact Analysis system, and expert advice on new regulatory proposals (including utilising expert economic advice).



About the role

The Lead Advisor, Policy is a subject domain leadership position at the Ministry for Regulation. The Lead Advisor, Policy will play a pivotal role both externally and within the Ministry, in shaping and developing policy, overseeing part of the team's work programme and bringing both thought and people leadership to aspects of the team's work. Lead Advisors represent the Ministry's position with other agencies and external parties, as a thought leader for the Ministry and representative of the Chief Executive on our key projects. The specific responsibilities and areas of focus of each lead advisor will depend on their skillset and will evolve over time to align with the changing priorities of the Ministry and the Minister for Regulation.

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

- Represent the Ministry externally and internally on key policy areas, providing thought leadership and strategic direction in critical areas of delivery
- Contribute to the Ministry's strategic direction
- Supervise and mentor a team of policy advisors, providing guidance and support in their professional development and ensuring high-quality outputs
- Lead teams in creating innovative, practical and sustainable policy options, engaging with stakeholders to ensure inclusivity, and providing influential and authoritative policy advice on complex and sensitive issues
- Be responsible for delivering and/or project managing large or complex pieces of policy work, while actively contributing to the development of the capabilities of team members involved
- Utilise deep experience in microeconomics, regulatory economics, regulatory policy, or fee and levy structure design to provide robust, authoritative and influential second opinion advice on significant regulatory proposals
- Develop strategies for understanding and assessing regulatory performance and regulatory system stewardship, including piloting advanced or innovative techniques for data collection and analysis. Collaborating with other central agencies to evaluate regulatory system performance and identify potential risks.

As a small and newly established ministry, the Lead Advisor will be expected to contribute to various work priorities and tasks as needed.



Key accountabilities and deliverables

Policy activities	<ul style="list-style-type: none">• Identify, shape and lead a work programme within their specific area of expertise• Offer innovative ideas, anticipate future challenges, question the status quo, and explore possibilities that could result in new, more creative, and effective solutions• Encourage constructive debate across the Ministry and help consolidate these discussions to guide decision making• Actively assist and support the Manager, Policy in progressing the strategic policy agenda, setting the team's policy direction, and establishing relevant connections with other teams and agency work programmes• Apply advanced system thinking, strategic and critical analysis, clear reasoning and sound judgement to all aspects of work• Synthesise information from diverse domains critically and use in-depth knowledge of the policy area to draw sound conclusions based on the judicious use of the available evidence• Lead engagement with stakeholders, delivery agencies and other government agencies, effectively managing conflicts to ensure the advice provided is both practical, free and frank• Provide authoritative, evidence based, and influential policy advice that anticipates and addresses the needs of Ministers, and senior leaders across agencies, while clearly and succinctly communicating complex issues and concepts.
Ministerial Support	<ul style="list-style-type: none">• Lead and/or contribute to the writing of reports, Ministerial briefings, speeches, and Cabinet Papers as required• Contribute in preparing responses for Ministerial correspondence, Official Information Act requests, parliamentary questions, and other ad hoc requests from Ministers.
Work management	<ul style="list-style-type: none">• Support the manager in team management and setting direction; support the DCE in leading the portfolio to achieve the Ministry's outcomes• Apply project planning techniques to effectively execute agreed-upon policy work, proactively resolving conflicts, managing risks and coordinating work with others



	<ul style="list-style-type: none">• Work independently with minimal supervision, identifying overall policy objectives, seeking guidance where required, making accurate judgements on prioritising own and others' time, and provide timely progress reports• Lead multiple projects concurrently; proactively planning and managing workloads independently• Take a leadership role in cross-Ministry and cross-government policy projects• Chair and contribute to meetings, particularly those involving complex or sensitive issues that require negotiation or solutions.
Relationship management	<ul style="list-style-type: none">• Lead programmes of external engagement with stakeholders, including government agencies, industry representatives, community groups, and the public, to gather input and feedback on policy issues• Build and maintain relationships with key stakeholders to facilitate effective policy development and implementation• Establish, cultivate, and sustain a diverse array of effective, professional, and collaborative relationships and networks with key individuals to enhance understanding, influence, and enrich policy advice• Skillfully shape, influence and coordinate activities both within the Ministry and across other stakeholders• Consistently demonstrate respect and empathy towards others; actively support and encourage colleagues• Manage knowledge information appropriately to ensure it is easily available to other colleagues.
Capability development	<ul style="list-style-type: none">• Communicate a shared view of the Ministry's strategic direction, role model appropriate behaviours and help build a performance culture• Take ownership of your own professional development by collaborating with your manager to identify and pursue learning opportunities• Lead project teams; understand and make the most of the different capabilities of team members to deliver high quality project outputs• Provide intellectual leadership by applying deep expertise and knowledge of emerging policy and research insights to inform policy discussions and lead strategic conversations in their area of domain expertise• Actively support the development of others, in support of the team manager, through providing supervision, guidance,



	coaching and mentoring and on-the-job training to team members.
Risk management	<ul style="list-style-type: none">• Work on a “no surprises” basis and ensure the Manager, Policy is kept well informed of progress, issues and risks.

About you

You will have:

- A tertiary qualification or equivalent experience working in government.
- Proven experience in coaching and mentoring others
- Proven experience managing complex projects
- 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
- Relevant domain expertise, in advanced policy craft, microeconomics, regulatory policy, regulatory economics, public sector management, regulatory stewardship, or another area relevant to the work of the Ministry
- Significant and recognised intellectual capability. Advanced critical thinking, reasoning and judgement, with the demonstrated ability to apply this to get traction on ambiguous and/or complex policy problems
- Political nous, including an understanding of the context of the Government of the day and its priorities, and the ability to demonstrate flexibility, adaptability and strategic agility as the needs and priorities of the Minister and the Ministry change
- Demonstrated 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 the ability 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 relevant frameworks and tools (if relevant), to navigate effectively and flexibly through non-standard policy advisory processes and Cabinet requirements and (depending on the focus of the role) have good knowledge of public sector management and machinery of government
- Strong interpersonal skills. A demonstrated willingness and ability to coach and support other members of the team
- A willingness to contribute to the work of the wider Ministry, and its establishment, and a track record of having worked effectively across your previous agencies
- The legal right to live and work in New Zealand.



Key relationships

Internal

- Members of the Senior Leadership team
- Secretary and Chief Executive for Regulation
- Managers and kaimahi across the Ministry

External

- Ministers and their offices
- Policy advisors and managers in other agencies across the public sector
- Business leaders and industry associations
- Community groups and stakeholders

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.