



Job Title	Advisor, Reviews and System Capability
Reports to	Manager (Reviews and System Capability)
Band	15
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:

- 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 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.



About the role

The Reviews and System Capability group manages a pipeline of work where 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 is brought together as needed.

The Advisor is responsible for supporting regulatory reviews, investigation and/or capability-building activities within an operating model where expertise may be drawn from across the group.

Under the guidance of the senior members of the team, the Advisor will contribute to the Ministry's broader initiatives, approaches and strategies.

As a small and agile Ministry, the Advisor will be expected to contribute to other work priorities and tasks as needed.

The individual's specific responsibilities and focus will evolve over time to align with the Ministry's and the Minister for Regulation's changing priorities.

About you

- Curious with sound critical thinking, reasoning, and judgement, and the ability to apply this in a policy or regulatory context
- Strong written and verbal communication skills, along with numerical and/or data literacy, with the ability to communicate issues and concepts clearly and concisely
- Ability to work independently within established boundaries escalate issues and opportunities as needed, and adapt quickly to changing circumstances
- Ability to identify the best process and/or framework to achieve the outcome sought
- Personal integrity, sound judgment, and a commitment to honesty and ethical conduct
- Good relationship building and listening skills, and political nous – including the ability to understand different perspectives
- Understanding of the public sector, including how agencies work, and the broader machinery of government
- Demonstrated experience in advising and supporting people in an organisation
- Experience in regulatory policy, economics, operational policy or regulatory operations is beneficial.



Key Accountabilities

Reviews and System Capability	<p>Depending on their focus area, the Advisor may be expected to:</p> <ul style="list-style-type: none">• Support regulatory reviews and/or capability-building activities from initiation through to completion and evaluation• Undertake research and analysis and contribute to innovative, practical and durable recommendations• Support the delivery and/or coordination of specific tasks, including providing support to team members involved in the projects• Contribute to projects where others are accountable for delivering a series of related outputs• Support the delivery of workshops and other engagements with a diverse range of stakeholders• Contribute in developing and implementing strategies to understand and enhance regulator performance• Contribute and/or support input into Cabinet papers, briefings, Ministerial correspondence, Official Information Act requests, parliamentary questions and other ad hoc requests from Ministers.
Stakeholder Engagement	<ul style="list-style-type: none">• Foster strong working relationships with internal and external stakeholders, including government departments, agencies, and community groups.
Risk management	<ul style="list-style-type: none">• Work on a “no surprises” basis and ensure your manager is kept well informed of progress, issues and risks.

The responsibilities of this position are anticipated to evolve as the Ministry addresses shifting needs. You will need to remain flexible and adaptable, developing in response to these changes.

Key relationships

Internal

- Manager, Regulatory Reviews or Regulatory System Capability
- Secretary and Chief Executive
- Managers and kaimahi across the Ministry

External

- Regulatory organisations 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.