



Job Title	Graduate
Reports to	Managers/Heads
Band	13
Location	Wellington
Last reviewed	July 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:

- 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 our Business Groups

The **Organisational Enablement** business group is responsible for delivering essential corporate support and enabling functions to ensure the Ministry operates smoothly and effectively. It includes pivotal functions that are integral to supporting the Ministry's core activities, such as Engagement and Communications, Ministerial Services, People and Operations, Legal, Finance, and Digital and Insights. Together, these functions maintain the Ministry's operational efficiency, facilitate strategic decision-making, and ensure compliance.



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 **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 (including expert economic advice), oversight of Regulatory Impact Analysis and quality assurance and expert advice on new regulatory proposals.

About the role

Our Graduate programme is an entry-level opportunity for a motivated and capable emerging professional to join our team. This role is suited to someone in the early stages of their career who is eager to build on their foundational experience, take on increasing responsibility, and contribute to a high-performing team.

You'll work closely with experienced colleagues on a variety of tasks and projects, gaining exposure to different parts of the business and developing both technical and professional skills.

About you

- A motivated and enthusiastic graduate with a relevant tertiary qualification
- Strong principles and values that inspire your commitment and drive your performance
- A genuine desire to collaborate and engage with diverse groups of people
- Enthusiasm for learning, exploring new ideas, and acquiring skills and knowledge
- A natural curiosity about processes and a drive to improve them
- A proactive, self-starting attitude
- Excellent written and verbal communication skills
- Ability to manage time effectively and adapt to changing priorities
- Collaborative approach with a willingness to learn and grow
- Keen attention to detail and dedication to delivering high-quality work.



What you can expect

- A welcoming and inclusive team environment
- A programme designed to introduce you to the public service and support your career goals
- Encouraging mentoring and consistent feedback to help you grow
- The opportunity to engage in meaningful projects that make a positive difference to New Zealand
- Continuous learning and development to equip you for future career success
- Experience and exposure to working within a central agency and the wider public sector
- Opportunities to grow your skills and explore different areas of work
- The ability to build and expand your professional network.

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

Key relationships

Internal

- Members of the Senior Leadership team
- Managers and kaimahi across the Ministry

External

- Key stakeholders/industry groups

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.