



Job Title	Lead Advisor, Regulatory Standards Board
Reports to	Head of Legal
Band	19
Location	Wellington
Last reviewed	March 2026
Delegations	None

About the Ministry

The Ministry for Regulation 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 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. Alongside these functions, the Organisational Enablement group is responsible for providing secretarial services and support to the Regulatory Standards Board.



About the role

The Lead Advisor, Regulatory Standards Board provides critical support to the Board to assess existing and proposed legislation for consistency with the principles of responsible regulation.

You'll be a senior, trusted operator who can think strategically, as well as roll your sleeves up and get stuck in to make sure the Board has thorough and thoughtful analysis to support its decision making. You will be a key conduit between the Ministry and the Board, alongside a secretariat role.

About you

- A relevant tertiary qualification (law is highly desirable)
- Extensive experience undertaking policy and/or legal analysis
- Deep knowledge of the machinery of government and of public sector and government processes
- Experience working with a board (desirable)
- A dynamic professional who is intellectually robust, has demonstrated strategic, conceptual, critical thinking abilities and analytical proficiency, and has strong organisational skills
- Strong interpersonal and communication skills, with the ability to engage effectively and provide trusted advice and briefings to senior leaders including Ministers
- Ability to work at a fast pace, quickly grasp new and complex concepts while performing effectively under pressure and in situations of ambiguity
- Demonstrated experience in advising and supporting people at all levels of an organisation

Key Accountabilities

Board Support	<ul style="list-style-type: none">• Provide analysis and assessment of existing legislation and Consistency Accountability Statements to the Regulatory Standards Board• Draft findings and other board outputs.• Ensure the Chair of the Board understands organisational context and manage expectations with both the Board and internal stakeholders• Support the Board to understand the Regulatory Standards Act 2025 and to undertake its duties as stated in the legislation
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	<ul style="list-style-type: none">• Support the Board to develop its strategic approach and operating model
Relationship Management	<ul style="list-style-type: none">• Build and maintain strong working relationships with members of the Board, Senior Leaders and other colleagues across the Ministry• Foster a culture of transparency and open communication, ensuring that internal stakeholders are kept informed of developments that could impact the Ministry's operations• Serve as a role model for connecting, collaborating, and sharing knowledge, while fostering trusted and productive working relationships, both across the Ministry and with external stakeholders.
Risk Management	<ul style="list-style-type: none">• Proactively identify and manage organisational and operational risks• Be accountable for 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.• Escalate risks to the Head of Legal where appropriate
Administration	<ul style="list-style-type: none">• Alongside the Secretariat, assist in the preparation for board meetings, and ensure the Board has what it needs outside of meeting times.

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

Key relationships

Internal

- Head of Legal
- Deputy Chief Executive, Organisational Enablement
- Other Senior Leadership Team members
- Managers and kaimahi across the Ministry

External

- The Regulatory Standards Board Chair and members
- External specialists as needed
- Government Ministers and their staff



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.