



Job Title	Principal Advisor, Policy
Reports to	Manager Policy
Band	18
Location	Wellington
Last reviewed	July 2024
Delegations	None

About the Ministry

The Ministry for Regulation (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 Principal Advisor, Policy is a subject domain leadership position at the Ministry for Regulation. The Principal Advisor, Policy plays a pivotal role 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. The specific responsibilities and areas of focus of each principal advisor will depend upon their skillset and will also evolve over time to align with the shifting priorities of the Ministry and the Minister for Regulation.

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

- Lead complex policy programmes and projects that require deep policy craft and/or technical expertise.
- Lead teams to develop innovative, practical and durable policy options (including through engagement with stakeholders) and to develop influential and authoritative policy advice in areas that are likely to be complex and sensitive.
- Take responsibility for delivering and/or project managing large or complex pieces of policy work, and in doing so actively contribute to the development of the capabilities of other team members involved.
- Utilise their deep experience in microeconomics, regulatory economics, regulatory policy, or fee and levy structure design to develop robust, authoritative and influential second opinion advice on significant regulatory proposals.
- Work across the Ministry, and other agencies, on large and highly complex advice or projects, taking accountability for the successful delivery of key components within a series of related outputs.
- Develop approaches for understanding and assessing regulatory performance and regulatory system stewardship, including piloting the use of advanced or innovative techniques for data collection and analysis, and collaborating with other central agencies to form judgements on regulatory system performance and identify risks.

Key accountabilities and deliverables

Policy activities and tasks

- Develop, draft, and review policy products. In doing so, provide coaching and support to less experienced team members to help raise their capability.
- Actively assist and support the policy manager in advancing the strategic policy agenda, setting the teams policy direction, and make appropriate linkages with other team and agency work programmes.
- Lead, scope, shape, plan and manage policy projects in high-risk, complex, ambiguous or sensitive areas, and/or those requiring deep technical expertise.
- Offer strategic advice to senior officials, ministers or other stakeholders on policy matters, including potential impacts, risks and benefits.



- Contribute to developing a strategic view of the policy agenda in the medium and long term and analyse policy issues within a strategic and system context.
- Apply advanced frameworks and methods of analysis to identify policy problems, analyse the issues, and identify and assess the policy options.
- Employ advanced system, strategic and critical thinking, clear and logical reasoning and sound judgement to all aspects of your work.
- Critically synthesise information from diverse domains and use in-depth knowledge of the policy area to draw sound conclusions based on the judicious use of the available evidence.
- Integrate up-to-date information and evidence across relevant policy areas, as well as research and academic sources, to generate new insights and innovative policy solutions, even in the face of imperfect or uncertain 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.
- Develop innovative, practical, effective and durable policy options that effectively support the achievement of desired outcomes.
- Deliver authoritative, evidence based, and influential policy advice that anticipates and addresses the needs of Ministers, and senior leaders in other agencies, while clearly and succinctly communicating complex issues and concepts.

Support to the Minister

- Lead and/or contribute to writing reports, Ministerial briefings, speeches and Cabinet Papers as requested.
- Contribute to preparing responses for Ministerial correspondence, Official Information Act requests, parliamentary questions and other ad hoc requests from Ministers.

Work management

- Apply project planning techniques to execute agreed-upon policy work effectively, proactively resolving conflicts, managing risks and coordinating work with others.
- Operate with minimal supervision, identifying overall policy objectives, seeking guidance where required, making accurate judgements on the appropriate prioritisation of own and others' time, and provide timely progress reports.
- Lead multiple projects concurrently; actively and independently plan and manage workloads.
- 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

- Engage 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 and between the Ministry and 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

- 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.

About you

You will have:

- A tertiary qualification or equivalent experience working in government.
- The legal right to live and work in New Zealand.
- 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 be able 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.

Key relationships

Internal

- Managers in the Policy Team
- Secretary for Regulation
- Ministry for Regulation teams

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.